



# Tiger Meeting Room Application

## User Manual

Version 1.1.7

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# Network configuration

Important :

- Broadcast requests must be enable on the network.
  - UDP ports : 6024, 6025, 6030 and 6031 must be enable on the network.
  - For the admin-device, device-device, device-admin communication, the 80 and 8080 ports must be enabled.
-

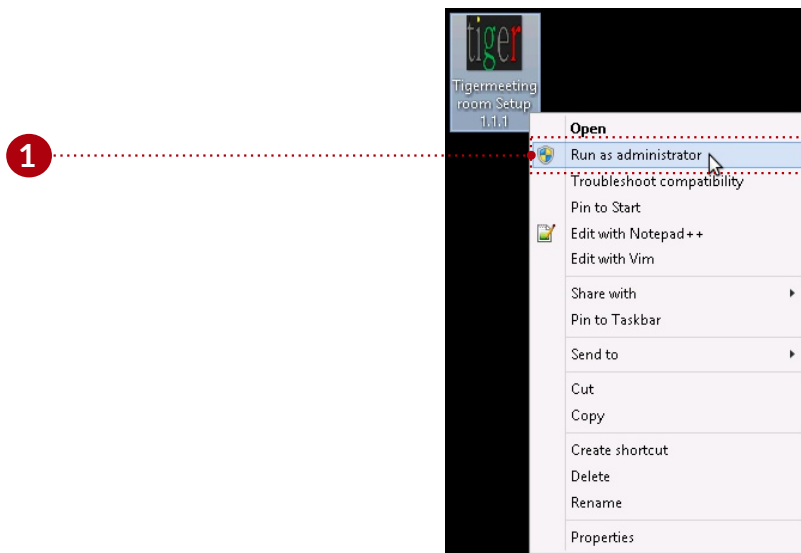
# Installation

## Installing Tiger admin application for Windows

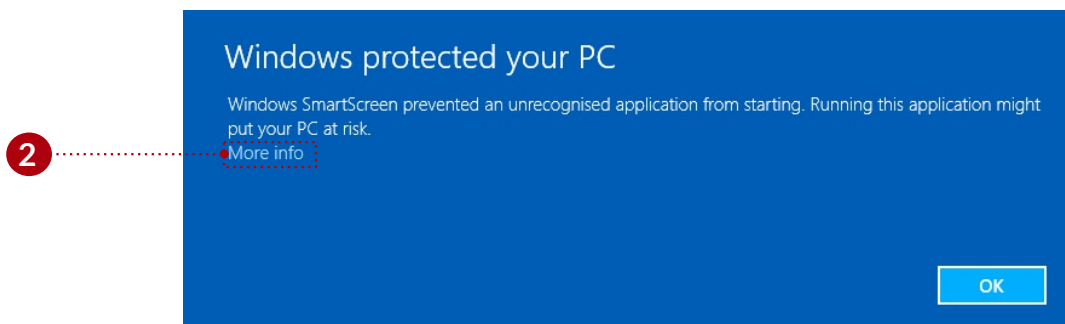
Follow the installation steps:

- Go to the Tiger website:
  - <https://tigermeeting.app/en/downloads>
- Download the Tiger admin application.

**1** Run installer as administrator.



**2** Allow installation of the unrecognised application.



## Windows protected your PC

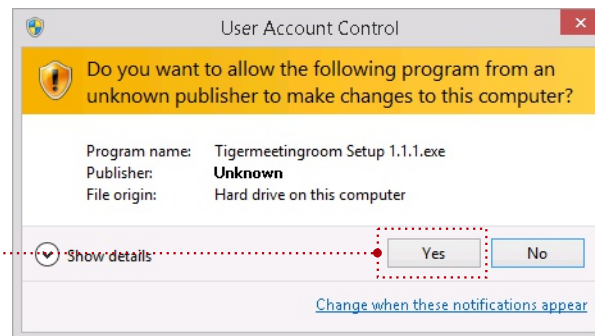
Windows SmartScreen prevented an unrecognised application from starting. Running this application might put your PC at risk.

Publisher: Unknown Publisher  
Application: Tigermeetingroom Setup 1.1.1.exe

Run anyway

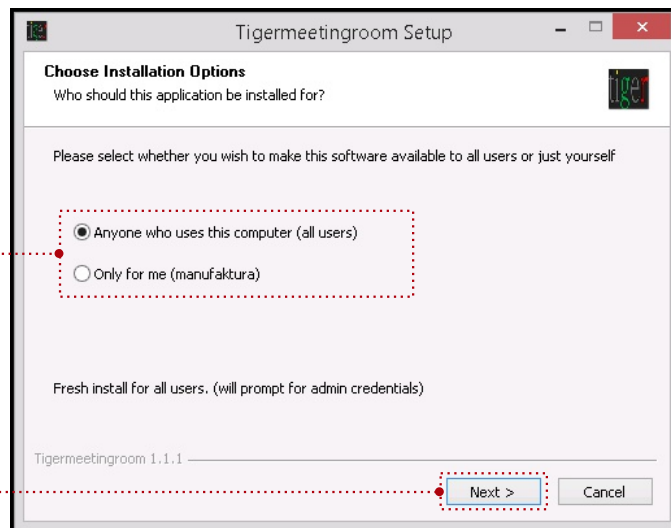
Don't run

2



2

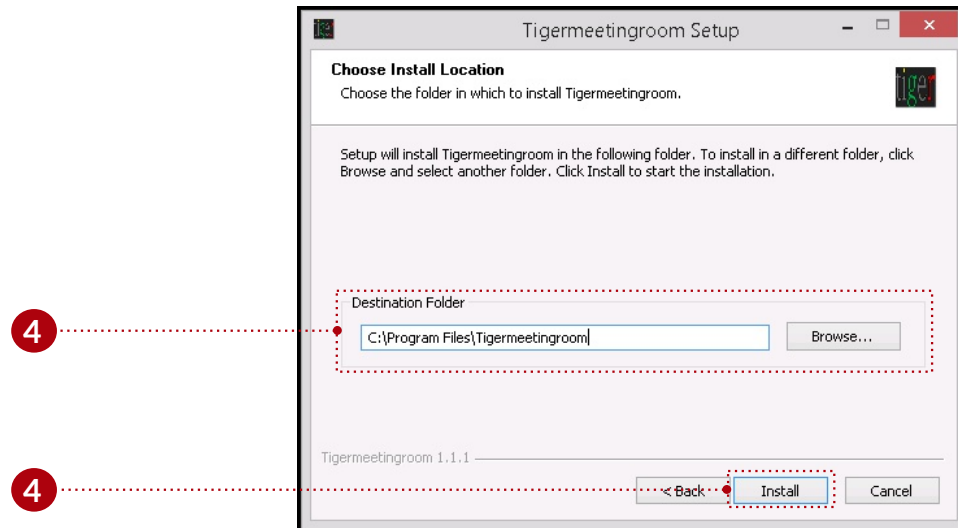
- 3 Continue the installation for the selected user or users, and press the "Next" button.



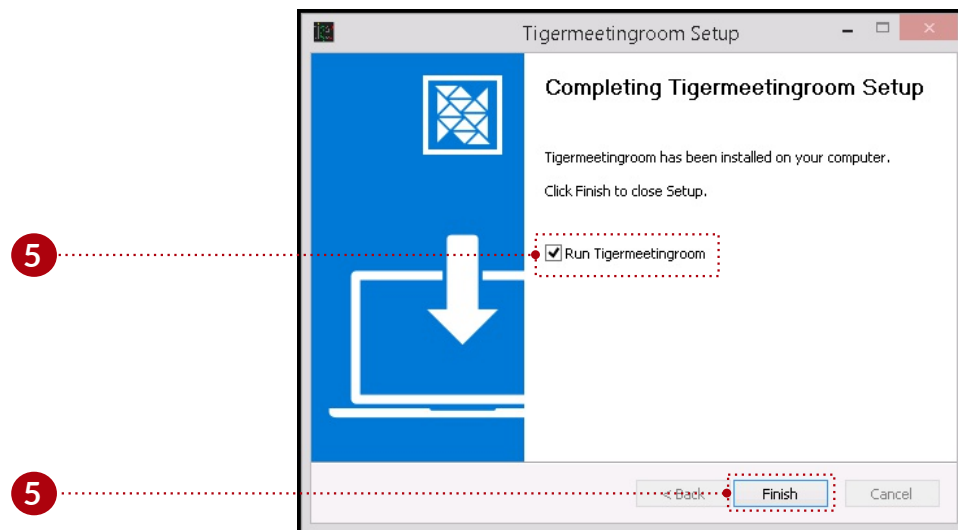
3

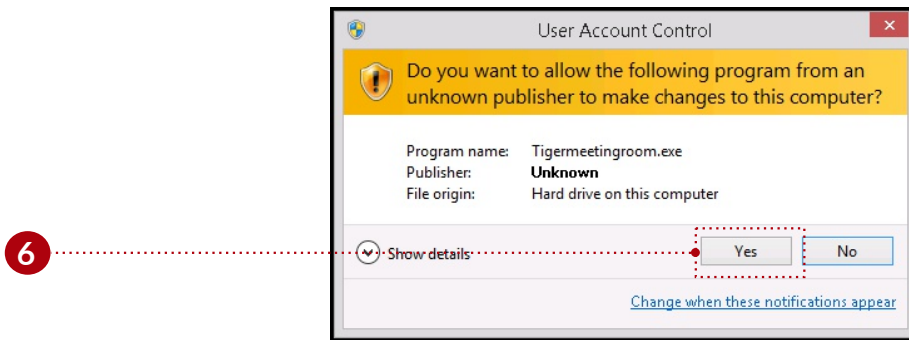
3

- 4 Select the desired install location, and press the "Install" button.

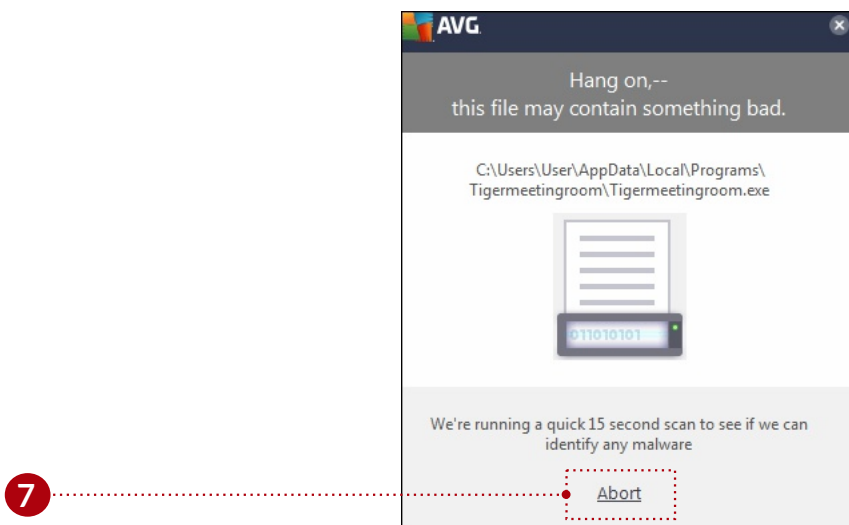


- 5 If the "Run Tigermeetingroom" is checked, after the install the Tiger admin application is opened. Finish the installation wizard. Allow the Tiger admin application to make changes on the computer. (6)





7 Allow the virus scan to finish or abort the scan.



## Instructional video:

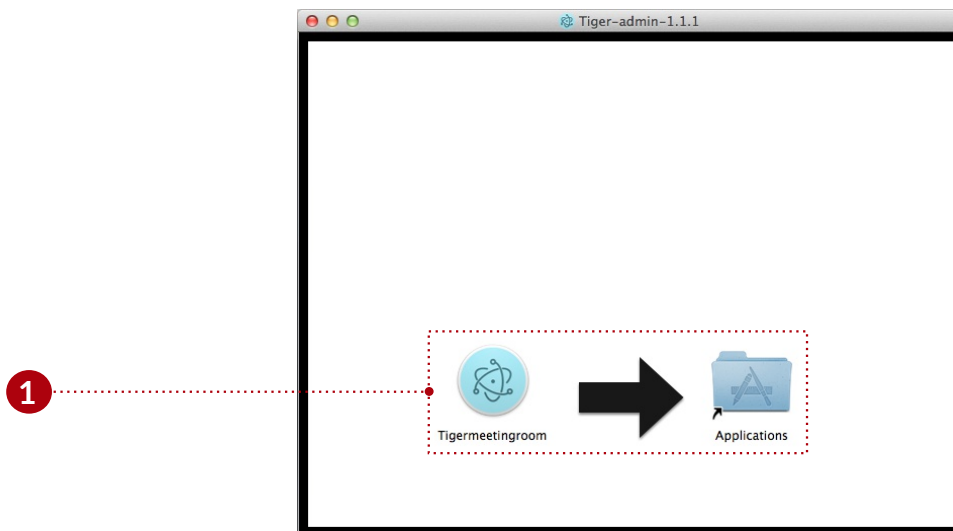
<https://www.youtube.com/watch?v=sB8ea-VrYz8>

## Installing Tiger admin application for Mac

Follow the installation steps:

- Go to the Tiger website:
  - <https://tigermeeting.app/en/downloads>
- Download the Tiger admin application.

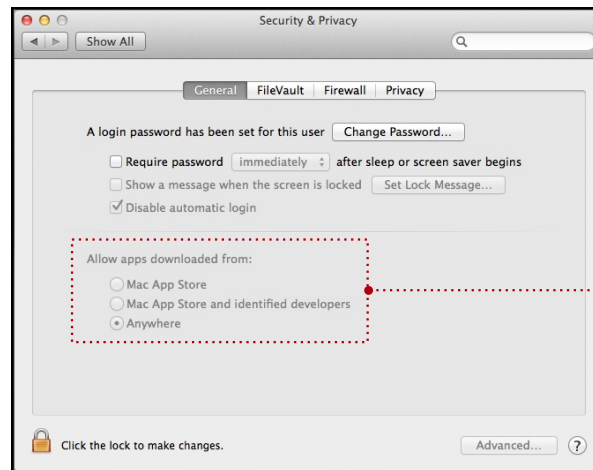
- 1 Run installer and after the verification drag and drop "Tigermeetingroom" to "Applications".



- 2 Run and open the Tiger admin application. Change security settings if needed.





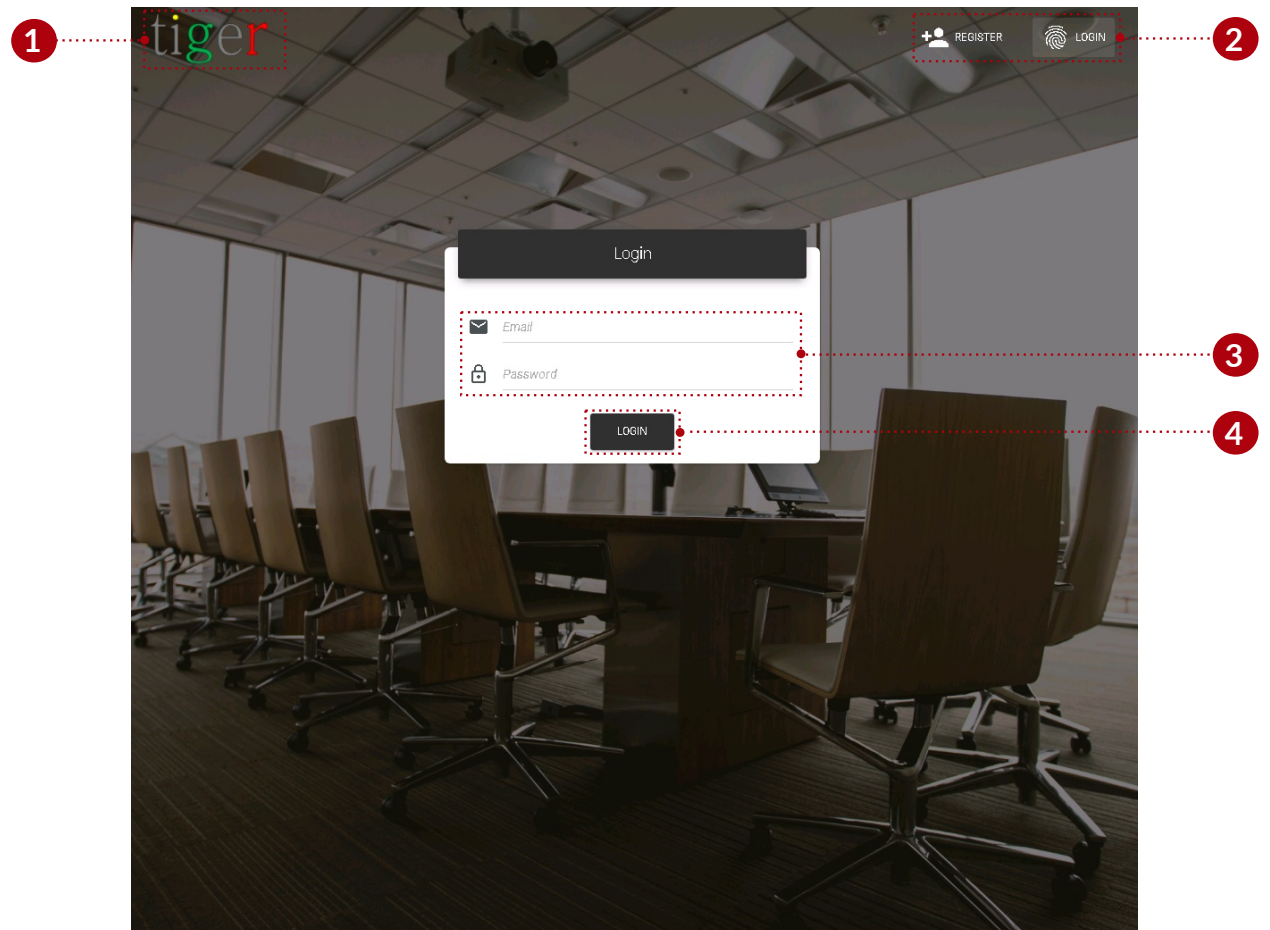


## Instructional video:

<https://www.youtube.com/watch?v=MvmDbgB7dnk>

# Login

Only registered users can use the Tiger admin application. The user can login with a correct email address and password.

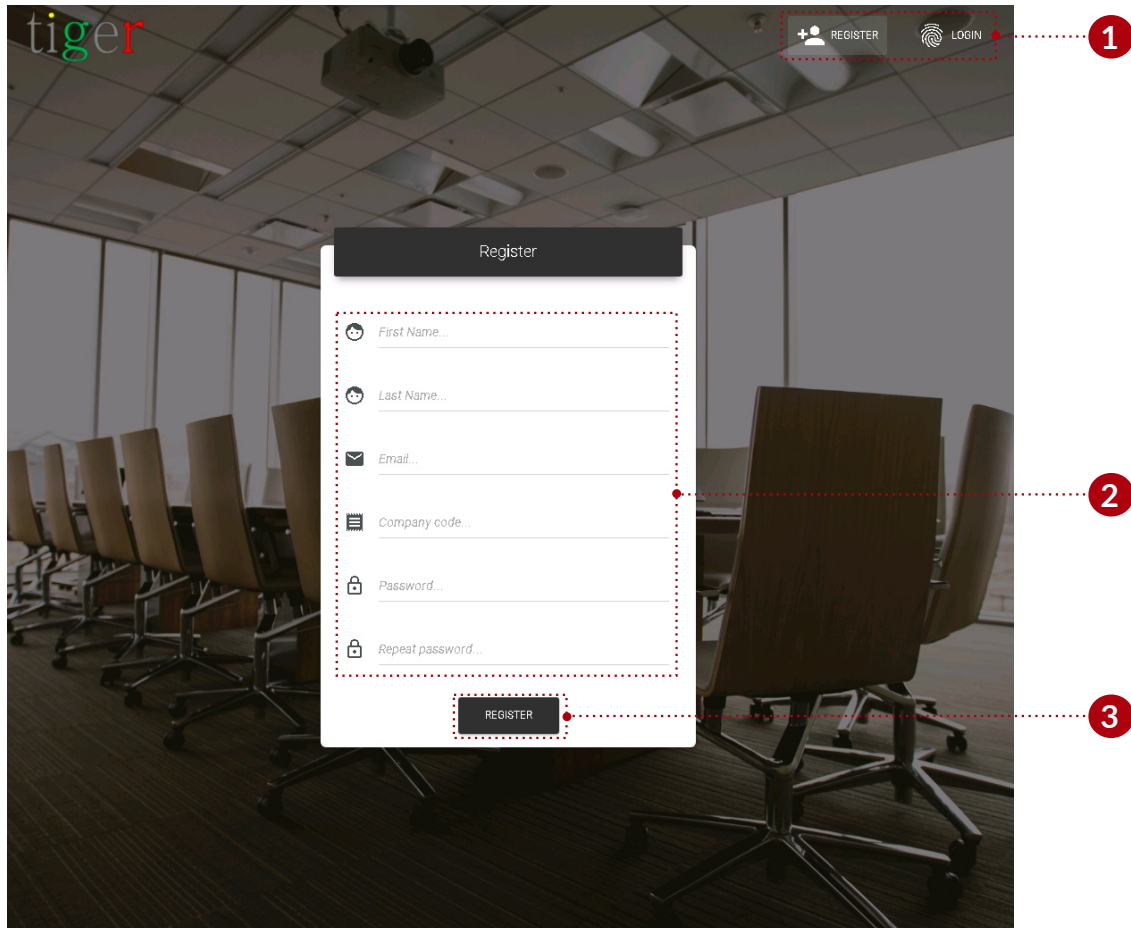


The login form has three main components:

- 1 Logo: When clicked on logo, browser is opened and redirected to "https://tigermeeting.app/"
- 2 Login and register: Switch between the user login and registration functions.
- 3 Email and password: Only registered users can use the Tiger admin application.
- 3 Log in to the system: The user can proceed with valid user name and password.

# User registration

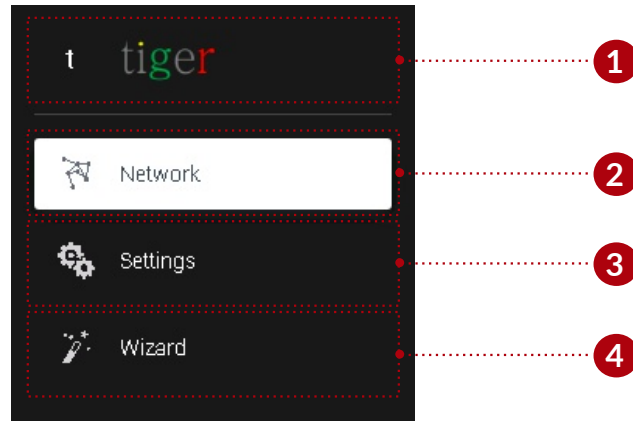
To use the Tiger admin application, it is essential to the user, to have a valid registered user account.



The registration form has three main components:

- 1 Login and register: Switch between the user login and registration functions.
- 2 User parameters: Every field is mandatory, and must be filled out to finish the registration.
  - Company code: The company code determine the number of licenses, that can be distributed between the devices.
  - Password: The user's password must contain minimum 8 characters.
- 3 Register: When all the fields are filled with valid data, the registration can be finished.

# Menu structure

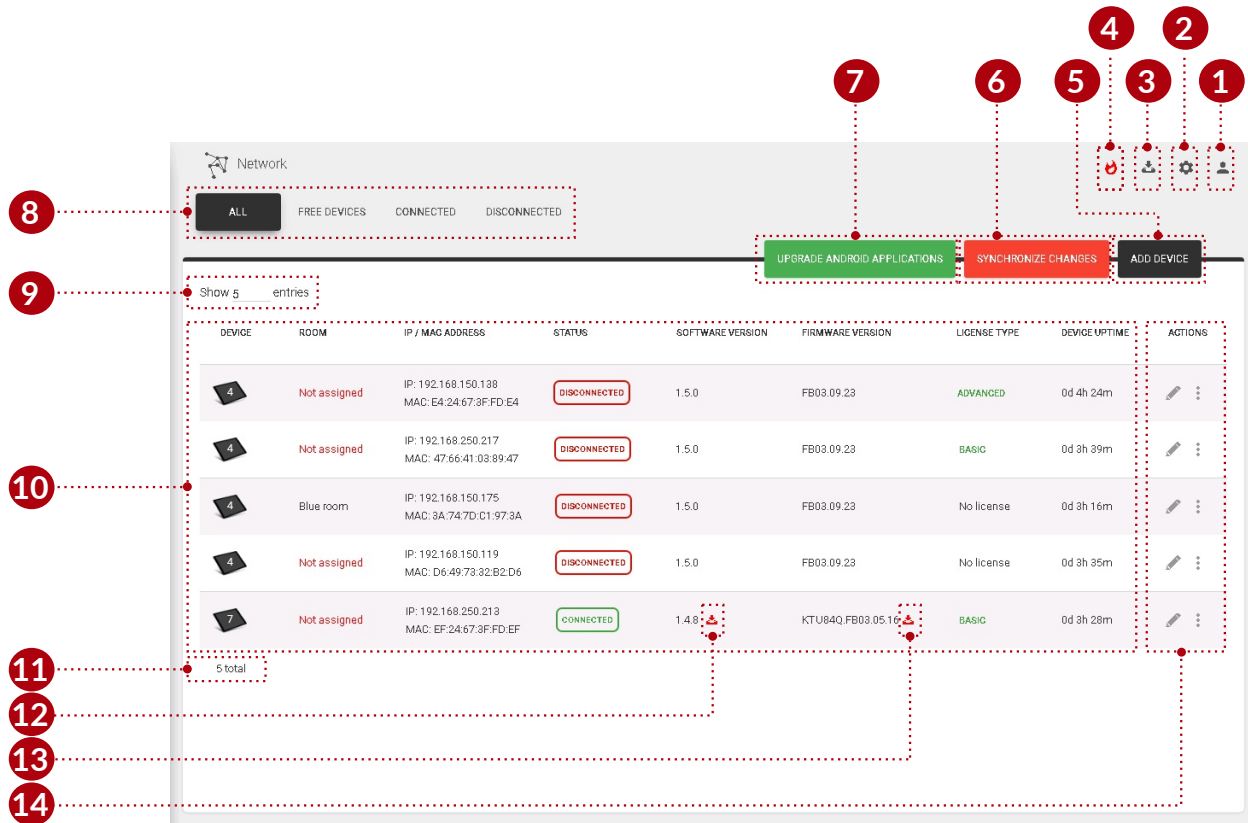


The main functions of the admin application are sorted under 3 main categories:

- 1 Logo: When clicked on logo, browser is opened and redirected to "https://tigermeeting.app/"
- 2 Network: Devices status can be monitored, and its parameters modified.
- 3 Settings: License, calendar attachment, detachment, room management, and admin user settings can be modified.
- 4 Wizard: The user is guided by a step by step wizard, that helps the user to configure the devices. (it is used mainly when the admin application is used first time)

# Network

In the network panel, the devices state can be monitored, room and license attachment, detachment and other important parameters can be edited. The network is constantly scanned for devices.



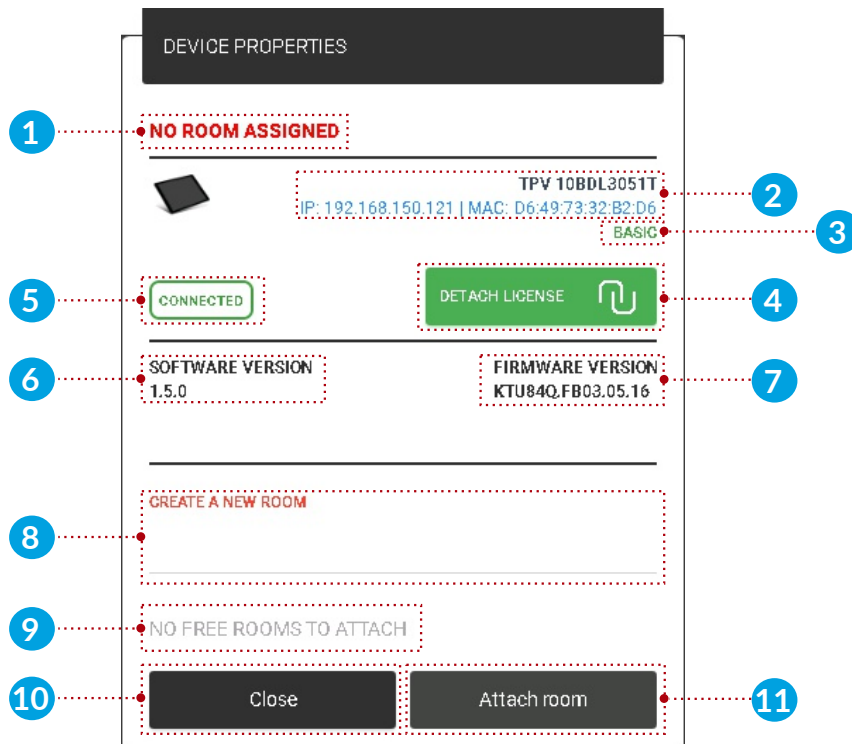
Network features:

- 1** User settings:
  - Current user: Currently logged in user's email address.
  - User settings: Opens up current logged in users data to edit. (redirected to: Settings, admin users, edit user)
  - Logout: End session, and logout from the Tiger admin application. The user will be logged out automatically after 5 minutes of inactivity.
- 2** System settings:
  - Version number: Current version of the Tiger admin application.
  - Set device logo: Logo can be uploaded to the Tiger admin application, after the synchronization, the uploaded logo is used on the connected devices. (up left corner on the android application)
  - Download admin log: Export the Tiger admin application's log. Used for error tracking.
  - Reset admin database: Clear the Tiger admin application's database. Use when all device is disconnected.

- 3 Download android app: Download the Tiger android application's apk file or office and exchange setup scripts to the desired destination. Also new admin update can be downloaded here.
- 4 Fire alarm: To activate the fire alarm press and hold the "Activate" button (for 3 sec.). After the activation (synchronization) all devices flashes and play fire alarm sound.
- 5 Add device: Add device with IP address not discovered by the Tiger admin application. It is used when a device is in another subnetwork.
- 6 Synchronize changes: When a device's properties are changed (room, license attachend or detached, parameter changed (floor, capacity, etc.)) it must be synchronized to all the devices to take its effect. When all devices are disconnected, synchronization is not allowed.
- 7 Update devices: Update all connected devices software version.
- 8 Device filter:
  - All: All devices are listed without filtering.
  - Free devices: Devices without rooms are listed.
  - Connected: Devices with status of 'connected' are listed.
  - Disconnected: Devices with status of 'disconnected' are listed.
- 9 Number of devices: The number of devices displayed per page.
- 10 Discovered devices: All devices are displayed when they are detected on the network. The network is scanned every 30 seconds.
  - The number (4) indicates the version of the android operating system.
- 11 Total number of devices: Total number of devices filtered by device filter. (all, free, connected, disconnected)
- 12 Update software: Update selected device's software version.
- 13 Update selected device's firmware: Update device's firmware. It takes several minutes, when updating the firmware do not turn off the device.
- 14 Actions:
  - Device properties: Edit the selected device's properties.
  - Restart device: Reboot the selected device.
  - Export log: Export devices log into a .json file. Only visible when a device is connected. Used for error tracking.
  - Remove device: Remove disconnected device from the admin application. Only visible when a device is disconnected.



## Device properties : Before room attachment



Device properties:

- 1 Device's room: Name of the currently attached room.
- 2 Device info: The selected device's IP and MAC address is displayed.
- 3 License status: Type of the license attached to the selected device. (no license, basic, advanced)
- 4 Deattach license: Detach the current license. After the detachment the selected device is returned to 'no license'.
- 5 Device status: Status of the selected device. (connected or disconnected)
- 6 Software version: The selected device's current version is displayed.
- 7 Firmware version: The selected device's current firmware version is displayed.
- 8 Create new room: When a device has no license, rooms cannot be attached to the selected device. When the new room's name is added after the attachment, (11) the rooms is created and attached to the selected device.
- 9 Attachable rooms list: If there are rooms created previously it can be selected (from the list) and attached to the selected device.
- 10 Close: Cancel action, all parameters are reset to the previous state.
- 11 Attach room: Attach the room to the selected device.



## Device properties : After room attachment

A device's properties can be divided into basic and advanced properties. ( 9 and 10 )

### Basic properties

**DEVICE PROPERTIES**

1 Green meeting room 2 [Edit icon]

TPV 10BDL3051T  
IP: 192.168.150.111 | MAC: E4:24:67:3F:FD:E4  
3 4 ADVANCED

6 CONNECTED 5 DETACH LICENSE [Icon]

7 SOFTWARE VERSION 1.1.6 8 FIRMWARE VERSION KTU84Q.FB03.05.16

9 10 DETACH ROOM [Icon]

10 BASIC ADVANCED

11

🌐 DEVICE TIMEZONE	Europe/Belgrade
🕒 CLOCK DISPLAY	24h
🗣️ DEVICE LANGUAGE	English
📅 CALENDAR SERVICE	Local
👤 CAPACITY	20
📍 ROOM INFO	Floor 2

12

OPEN

☑ WEEKDAYS 00:00 23:59

☑ SATURDAY 00:00 23:59

☑ SUNDAY 00:00 23:59

13 Settings distribution

14 Close 15 Save settings



## Basic properties:

- 1 Device's room: Name of the currently attached room.
  - Original room name is displayed, when there is no room alias added under "Settings" menu, "Rooms" tab, edit room properties, "display name". When alias is added, it is displayed instead of the original name.
- 2 Edit attached room's name: Attached room's name can be edited. When the settings are saved the name is changed. The room's name can be edited only when local or Google calendar is attached. The name of the imported rooms cannot be edited in the Tiger admin application, (Office365, Exchange, Gsuite) only in the online calendar's admin panel.
- 3 Device info: The selected device's IP and MAC address is displayed.
- 4 License status: Type of the license currently attached to the selected device. (no license, basic, advanced)
- 5 Detach license: Detach the current license. After the detachment the selected device is returned to 'no license'.
- 6 Device status: Status of the selected device. (connected or disconnected)
- 7 Software version: The selected device's current version is displayed.
- 8 Firmware version: The selected device's current firmware version is displayed.
- 9 Detach room: Detach the currently attached room from the selected device. When a room is detached, after the synchronization the default 'conference room' is used.
- 10 Basic, advanced settings: When selected, the basic and advanced parameters are displayed.
- 11 Basic parameters:
  - Device time zone: Selected device's time will be configured to the selected time zone, as well the meetings reserved on the device.
  - Clock display: Change device's clock display. (24h or 12h format).
  - Device language: Text on device will be displayed on the selected language. The default language is English.
  - Calendar service: It can be local or the attached online calendar. When an online calendar is attached, the device can only use online rooms. When there is no online calendar attached only local rooms can be used.
  - Capacity: Capacity of the attached room.
  - Room info: Room info is displayed on the device under "Available rooms". More info under "Settings, Rooms tab".
- 12 Open time:
  - Day: Device will take reservations for the selected days.
  - Time: Device will take reservation between the set time.
- 13 Setting distribution:
  - Set for all devices: The checked parameters will be saved for all devices.
- 14 Close: Cancel action, all parameters are reset to the previous state.
- 15 Save settings: Save the device's parameters and close the dialog.

## Advanced properties

**DEVICE PROPERTIES**

**Green meeting room**

TPV 10BDL3051T  
IP: 192.168.150.138 | MAC: E4:24:67:3F:FD:E4  
ADVANCED

DISCONNECTED DETACH LICENSE

SOFTWARE VERSION 1.1.6 FIRMWARE VERSION KTU84Q.FB03.05.16

DETACH ROOM

BASIC ADVANCED

1 BOOKING MODE Anytime today

2 DISPLAY MEETING TITLE ON

3 TIMEPICKER DURATION STEP 15 MINUTES

4 ENABLE MEETING CANCEL ON

5 ENABLE MEETING CONFIRMATION ON

6 TIME TO CONFIRM MEETING BEFORE AND AFTER START 15 MINUTES

7 AUTOMATIC CONFIRMATION AFTER SET TIME ON

Settings distribution

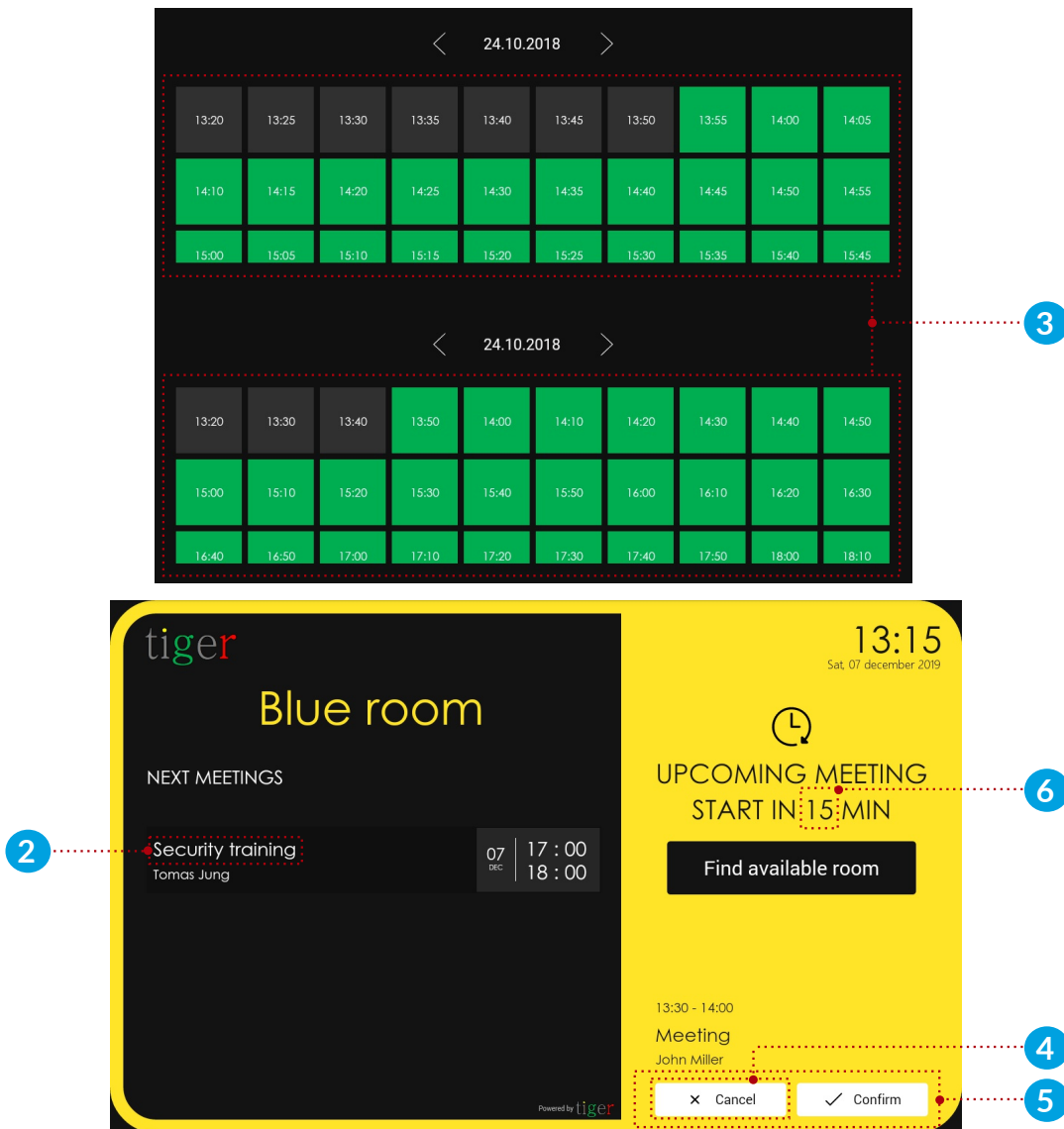
Close Save settings

Advanced properties:

- 1 Booking mode: Three booking mode is available.
- 2 Display meeting title: If it is turned on, meeting title is displayed (if title is not added than it is replaced with text "Room busy"), when turned off meeting title is replaced with text "Room busy".
- 3 Time picker duration step: Default duration for a meeting reservation. The time picker will be calibrated with the set value. (It can be 5, 10, 15 minutes)
- 4 Enable meeting cancel: When it is enabled, "cancel" button is displayed when a meeting is upcoming, when disabled "cancel" button is not displayed.
- 5 Enable meeting confirmation: Before the start of the meeting, confirmation is displayed for the upcoming meeting. When a meeting is confirmed it will be approved. When it is canceled the upcoming meeting is removed. When it is turned off confirm button is not displayed, meeting is confirmed after time set (Time to confirm meeting before and after start (6)).
- 6 Time to confirm meeting before and after start: When will be the confirm controls displayed, before and after the meeting start time.

- 7 Automatic confirmation after time: When the confirm meeting time is up (defined by point 6) upcoming meeting is confirmed or current meeting is confirmed automatically. When "Enable meeting confirmation" is turned off this option is not displayed.

On android device:



- 5 Confirm meeting on device when an online calendar is attached:
- When a meeting has been confirmed and it has not begun:
    - Meeting can be canceled, and the meeting is removed from the attached room's calendar.
  - When a meeting has been confirmed and it has begun:
    - Meeting can be canceled, and the meeting is not removed from the attached calendar's room, only the meeting end time is changed to the time, when the meeting is canceled.

**1** Booking mode on device:

- 1** From this moment: Meeting can be reserved from the current time, only on current day.

12.10.2019

13:20	13:30	13:40	13:50	14:00	14:10	14:20	14:30	14:40	14:50
15:00	15:10	15:20	15:30	15:40	15:50	16:00	16:10	16:20	16:30
16:40	16:50	17:00	17:10	17:20	17:30	17:40	17:50	18:00	18:10

- 2** Any time today: Meeting can be reserved any time only on current day.

12.10.2019

13:20	13:30	13:40	13:50	14:00	14:10	14:20	14:30	14:40	14:50
15:00	15:10	15:20	15:30	15:40	15:50	16:00	16:10	16:20	16:30
16:40	16:50	17:00	17:10	17:20	17:30	17:40	17:50	18:00	18:10

- 3** Anytime: Meeting can be reserved any time, any day.

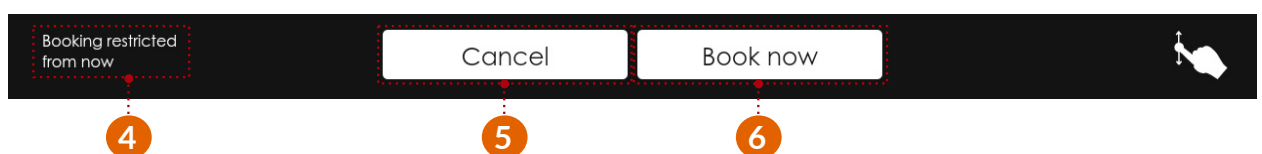
< 12.10.2019 >

13:20	13:30	13:40	13:50	14:00	14:10	14:20	14:30	14:40	14:50
15:00	15:10	15:20	15:30	15:40	15:50	16:00	16:10	16:20	16:30
16:40	16:50	17:00	17:10	17:20	17:30	17:40	17:50	18:00	18:10

- 4** Booking type is displayed on the bottom of the time picker.

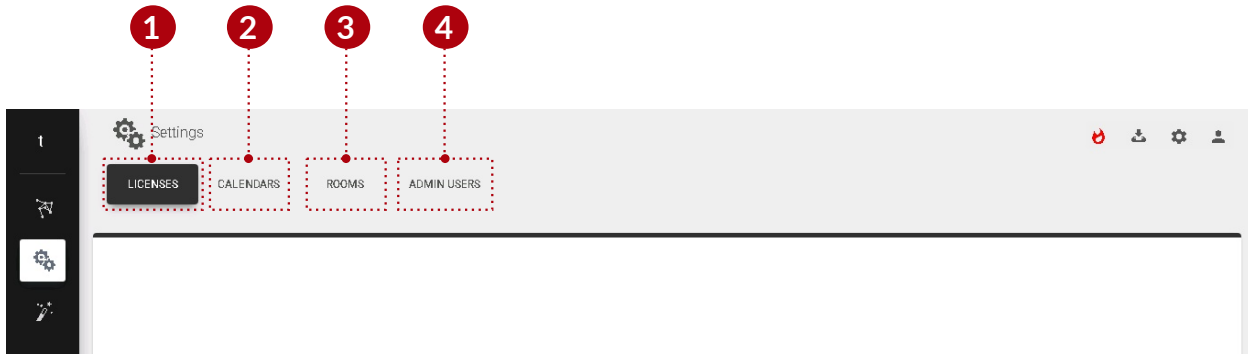
- 5** Cancel: Cancel and return to main screen.

- 6** Book now: Confirm the meeting to the selected room.



# Settings

The settings are divided into four sections:

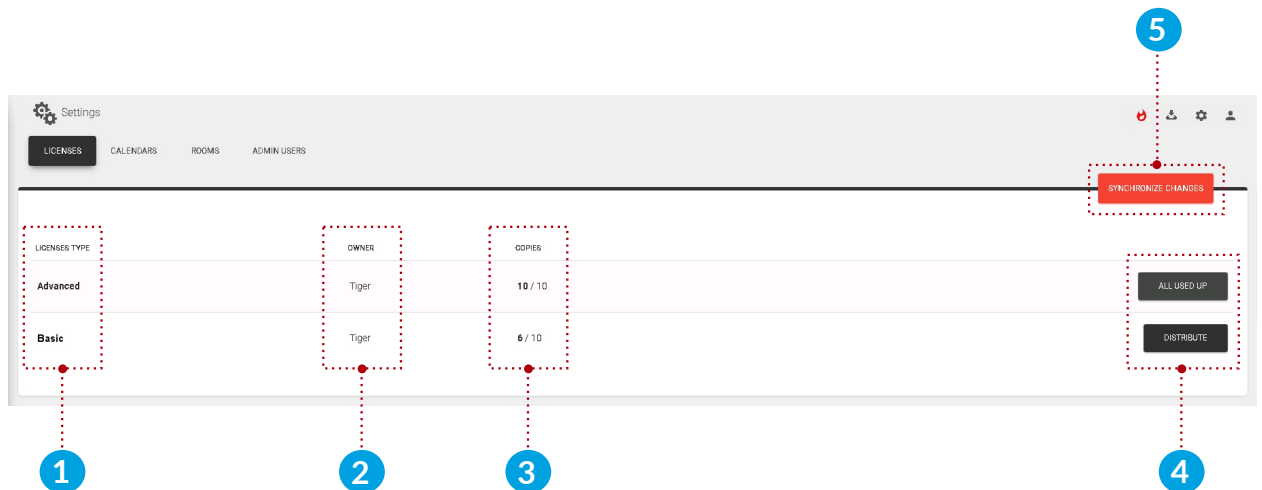


- 1 Licenses tab: Licenses can be assign to devices.
- 2 Calendars tab: Online calendars can be attached or detached.
- 3 Rooms tab: Rooms can be created, removed or edited.
- 4 Admin users tab: Registered users are displayed.

## Licenses tab

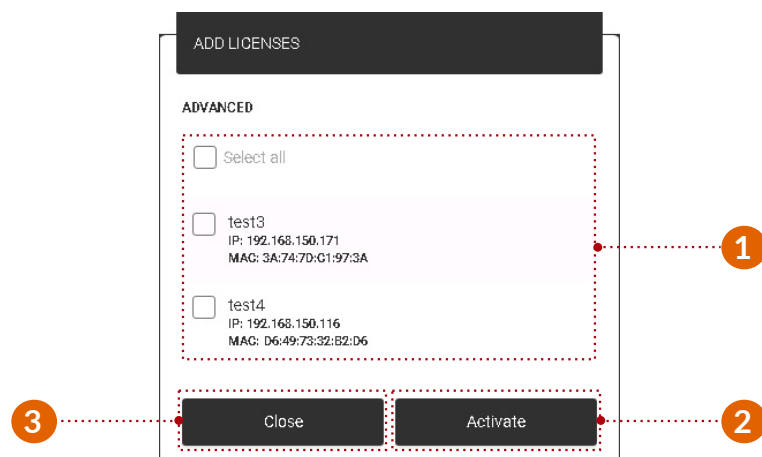
Licenses can be managed in this section. The company code contains a defined number of licenses. These licenses can be distributed among the devices. One device can only have one license. A license defines a set of functions:

- No license: Devices with no license can use only local calendar, and cannot reserve meetings to other rooms.
- Basic license: Devices with basic license can use any online calendar, and can reserve meetings to other rooms.
- Advanced license: Devices with advanced license can use any online calendar, and can reserve meetings to other rooms.



### Licenses tab:

- 1 License type: Type of the license that can be distributed among the devices. It can be basic and advanced.
- 2 Owner: Owner of the licenses.
- 3 Copies: Currently used licenses and total number of licenses.
  - First number: Number of licenses currently in use.
  - Second number: Total number of licenses.
- 4 Distribute license: Distribute licenses to the selected device or devices.
  - All used up: When all licenses are distributed.
- 5 Synchronize changes: When the licenses are distributed, it must be synced with the devices. When all devices are disconnected, synchronization is not allowed.

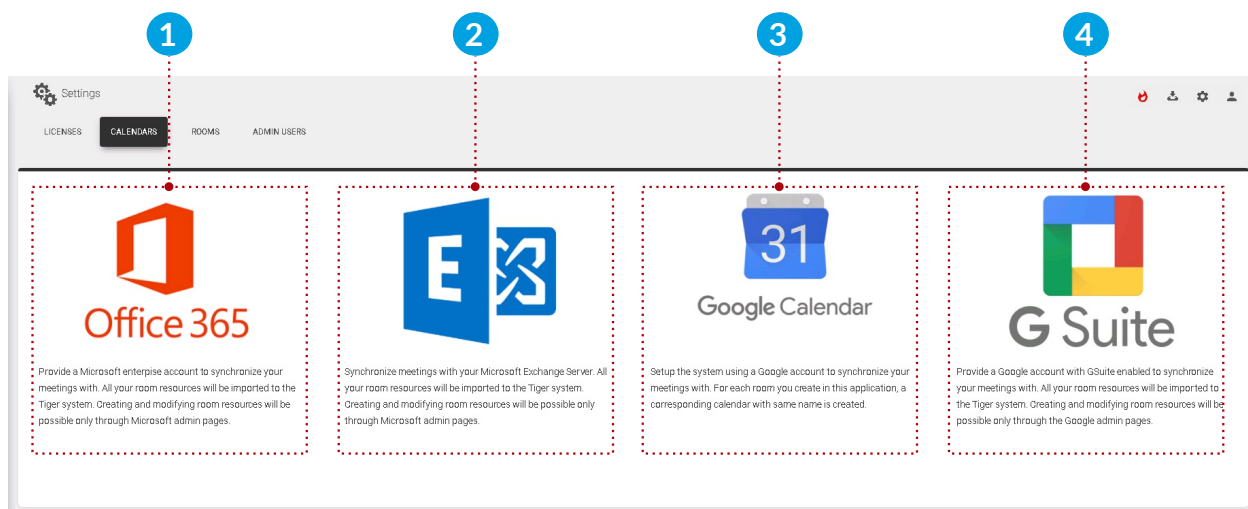


- 4 License distribution:
  - 1 Device selection: Selected devices for license distribution.
  - 2 Activate: Activate license for the selected devices.
  - 3 Close: Cancel and close distribution.

## Calendars tab

Only one calendar can be attached at a time:

- 1 Office365 calendar: Provide a Microsoft enterprise account to synchronize meetings with. Room resources will be imported to the Tiger system. Creating and modifying room resources will be possible only through Microsoft admin pages.
- 2 Exchange calendar: Synchronize meetings with Microsoft Exchange Server. Room resources will be imported to the Tiger system. Creating and modifying room resources will be possible only through Microsoft admin pages.
- 3 Google calendar: Setup the system using a Google account to synchronize meetings with. For each room created in this application, a corresponding calendar with same name is created.
- 4 Gsuite calendar: Provide a Google account with GSuite enabled to synchronize meetings with. Room resources will be imported to the Tiger system. Creating and modifying room resources will be possible only through the Google admin pages.



The screenshot displays four calendar attachment forms arranged horizontally. Above each form is its respective logo: Office 365 (orange square), Exchange (blue 'E' logo), Google Calendar (blue calendar icon with '31'), and G Suite (multi-colored square). The forms are enclosed in a red dashed border. Below the forms, there are four pairs of 'CANCEL' (black) and 'SUBMIT' (green) buttons. A red dashed line connects the 'SUBMIT' button of the Office 365 form to a blue circle with the number '5'. Another red dashed line connects the 'SUBMIT' button of the Exchange form to a blue circle with the number '6'.

When a calendar is selected for attachment:

**5** User parameters:

- Office365 parameters: Username and password must be added, after the room list is selected (for more information about room lists read section "Configuring Office365 calendar") the attachment process can be finished.
- Exchange parameters: User name, password, exchange server URL and server version must be added, after the room list is selected (for more information about room lists read section "Configuring Exchange calendar") the attachment process can be finished.
- Google and Gsuite parameters: After registering the calendar account, a code is generated (it must be copied and pasted to the code field) and it is used in the attachment process.

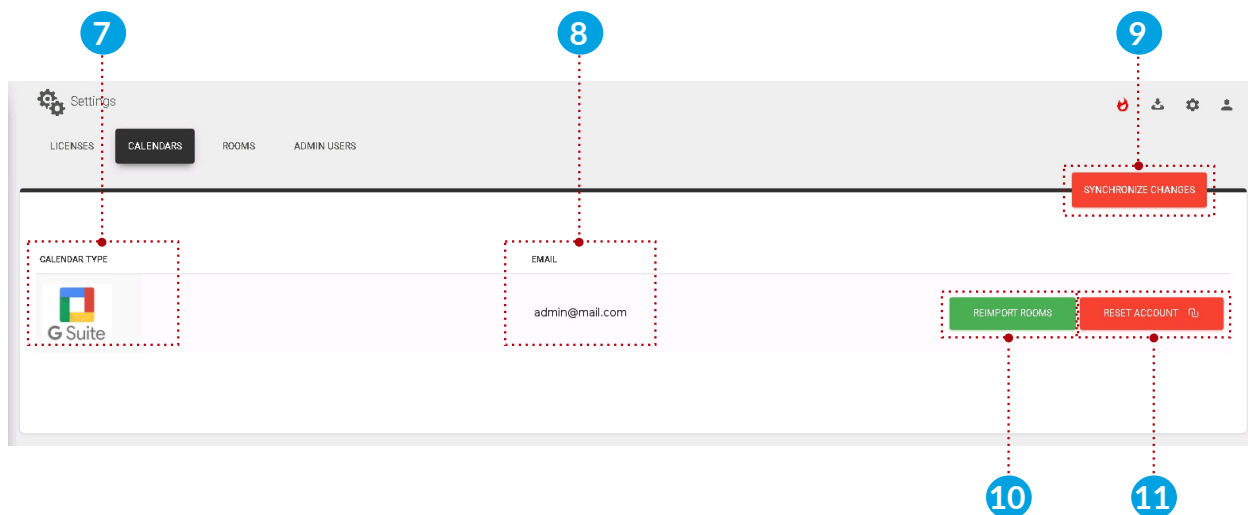
**6** Confirm controls:

- Cancel: Cancel the attachment process.
- Submit: Finish the attachment process.



After calendar attachment:

- 7 Calendar type: Type of the attached calendar.
- 8 Email: Email address of the attached calendars user.
- 9 Synchronize changes: After the attachment, the changes must be synchronized with the devices. When all devices are disconnected, synchronization is not allowed.
- 10 Reimport rooms: Rooms and it's parameters can be reimported to the Tiger admin application. It is used when rooms are created, removed or it's parameters changed (floor, capacity) via calendar's admin interface. It is available when Office365, Exchange or Gsuite calendars are attached.
- 11 Reset account: Detached the selected online calendar. After the detachment the changes will be synchronized automatically.

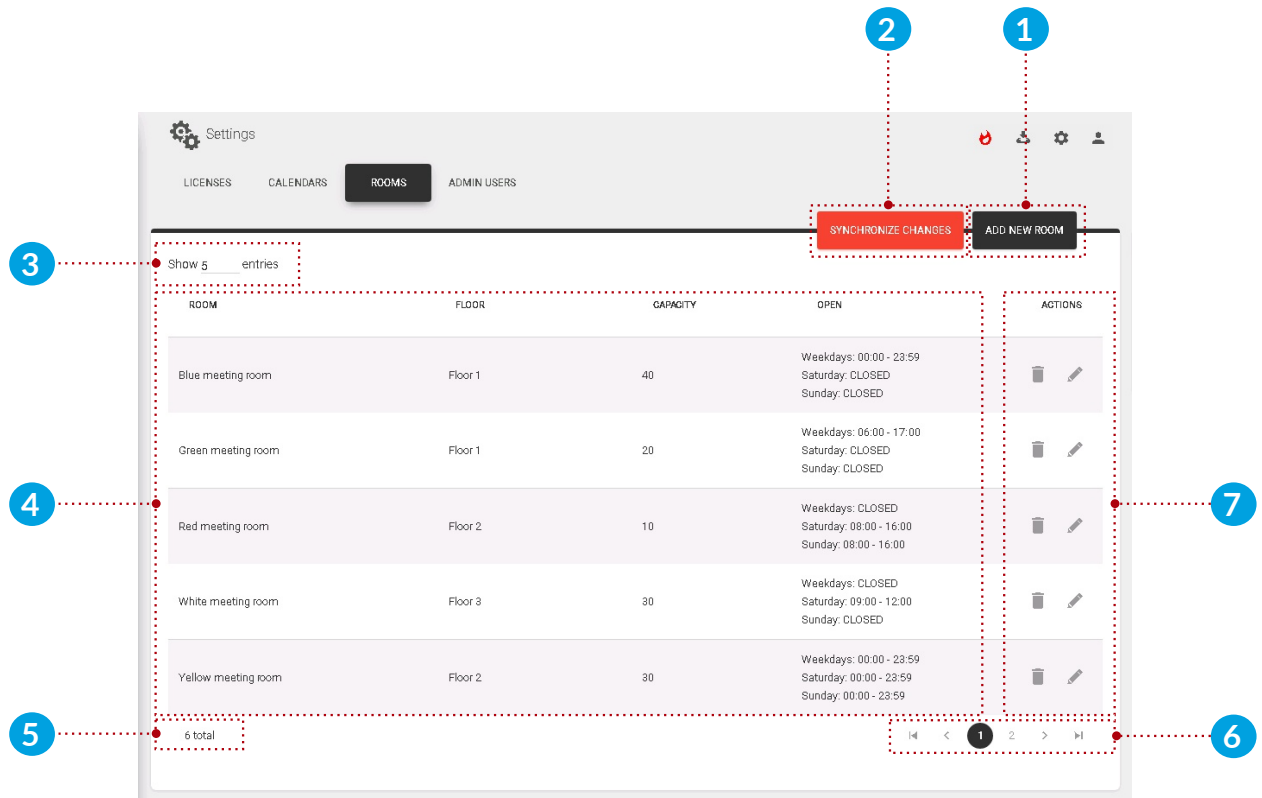


**Link to the instructional video how to attach Gsuite calendar to the Tiger admin application:**

<https://www.youtube.com/watch?v=j1cN9OaIDwU>

## Rooms tab

Rooms can be created, removed, and its properties can be edited. Only one room can be attached to a device at a time.



Rooms tab:

- 1 Add new room: Create a new room. New rooms can be created when no calendar or Google calendar is attached to the Tiger admin application.
- 2 Synchronize changes: After a room is created or its properties changed, the changes must be synchronized with the devices. When all devices are disconnected, synchronization is not allowed.
- 3 Number of rooms: The number of rooms displayed per page.
- 4 List of rooms: List of created or synchronized online calendar rooms.
- 5 Total number of devices: Total number of devices filtered by device filter. (all, free, connected, disconnected)
- 6 Paging: If there are more rooms, they are displayed on other pages.
- 7 Actions:
  - Remove room: Remove the selected room from the admin application. Rooms cannot be removed when Office365, Exchange or Gsuite calendar is attached. Only local and Google rooms can be removed.
  - Edit room: Edit room properties.

Creating rooms if there is no online calendar attached:

- If there is no online calendar attached (local calendar is used), rooms can be created, removed and edited without restrictions.

Creating rooms if Google calendar is attached:

- When a room is created, it is checked if the room already exists on Google calendar. If it exists, it is synchronized with the calendar's room. If not, then it is automatically created, and it is created on the attached Google calendar as well. When a room is removed, it can be removed from the admin only, or from the calendar and from the admin.

Room management when Office365, Exchange or Gsuite calendars are attached:

- When there are previously defined rooms, and Office365, Exchange or Gsuite calendar is attached, the previously defined rooms are removed, and the online calendar's rooms are synchronized and created in the admin application.

Edit room's properties:

- Room's name: A room's name can be edited only when local or Google calendar is attached. The name of the imported rooms cannot be edited in the Tiger admin application, (Office365, Exchange, Gsuite) only through the online calendar's admin panel.
- Capacity: Capacity can be edited when local, Office365, Exchange or Google calendar, is attached.
- Floor: Floor can be edited when local, Office365, Exchange, Google calendar, is attached.

#### 1 Add new room:

- 1 Close: Close the 'Add room' popup window.
- 2 Name of the room: Name of the new room.
- 3 Create: Create the new room. Rooms with same names are not allowed.

The diagram shows a 'Add room' popup window. It has a title bar with a close button (X) in the top right corner, indicated by a red dotted line and a red circle with the number 1. Below the title bar is a text input field for the room name, indicated by a red dotted line and a red circle with the number 2. At the bottom of the window is a green button labeled 'CREATE', indicated by a red dotted line and a red circle with the number 3.

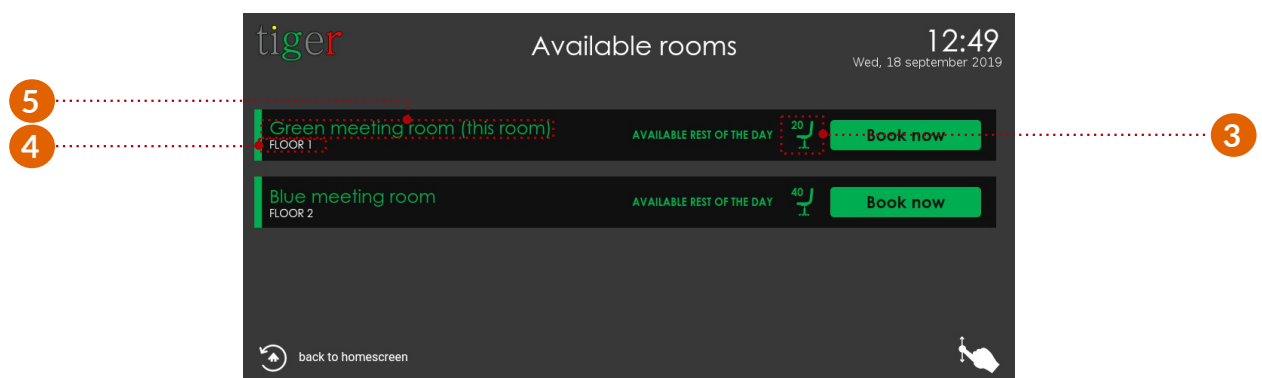
## 7 Edit room properties:

- 1 Name of the room: Name of the selected room.
- 2 Edit name: Room's name can be edited. The room's name can be edited only when local or Google calendar is attached. The name of the imported rooms cannot be edited in the Tiger admin application, (Office365, Exchange, Gsuite) only in the online calendar's admin panel.
- 3 Capacity: Capacity of the selected room.
- 4 Info: Room info is displayed under the room's name.
- 5 Display name: Alias is used and it is displayed as room's name. When it is not added room's original name is used instead.
- 6 Time: Device is available between the set time. (for example between 06:00 and 17:00)
- 7 Days: Checked days are available and reservations can be booked from device. (for example on workdays reservations are available, on Saturday and Sunday the room is closed, and no reservations can be made)
- 8 Close: Cancel and close room properties.
- 9 Save settings: Save room properties. After it is saved, it must be synchronized with the other devices.

The screenshot shows the 'ROOM PROPERTIES' form with the following elements and callouts:

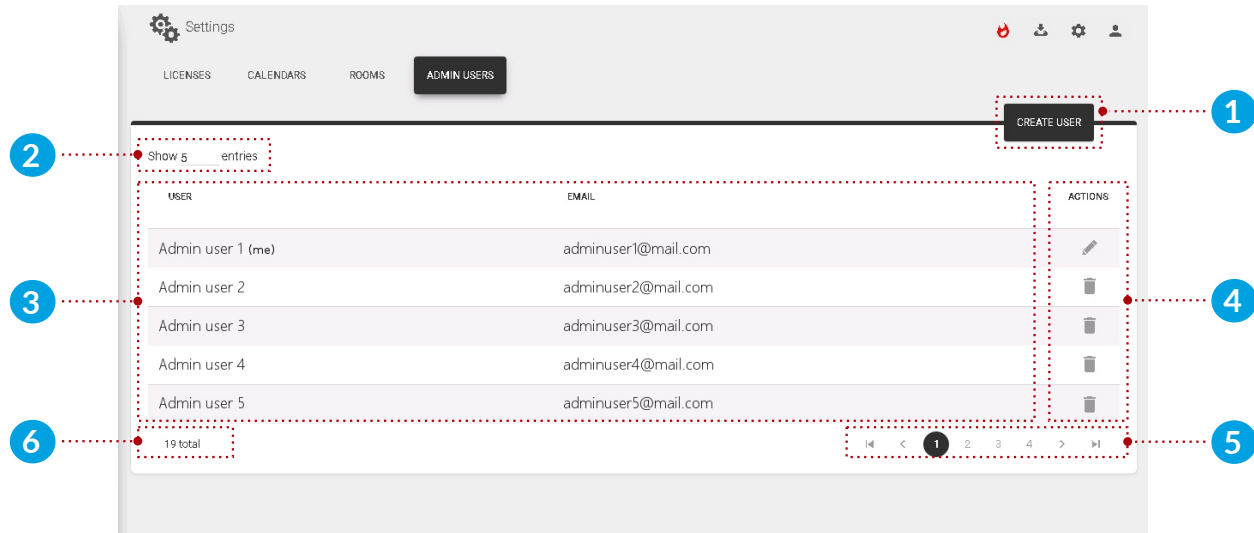
- 1**: Room name input field containing 'Green meeting room'.
- 2**: Edit icon (pencil) next to the room name.
- 3**: Capacity field showing '20'.
- 4**: Info field showing 'Floor 1'.
- 5**: Display name field showing 'Not set'.
- 6**: Time selection interface with a range from 06:00 to 17:00.
- 7**: Days selection interface with checkboxes for WEEKDAYS, SATURDAY, and SUNDAY.
- 8**: 'Close' button.
- 9**: 'Save settings' button.

On android device:



## Admin users tab

All users of the Tiger admin application are listed here.



Admin users tab:

- 1 Create user: Create new admin user.
- 2 Number of admins: The number of admins displayed per page.
- 3 List of admins: Admin parameters are displayed. (the active admin user is marked as "(me)")
- 4 Action:
  - Edit: Edit current admin user's parameters.
  - Remove: Remove selected admin user from the Tiger admin application.
- 5 Paging: If there are more admins, they are displayed on other pages.
- 6 Total number of admins: Total number of admins in the application.

**1** Create new admin user: When a new user is created, a registration email is sent to the provided email address, with the user password. Make sure that the activation email is not in the spam folder.

- 1** First name: First name of the admin user.
- 2** Last name: Last name of the admin user.
- 3** Email: Email address of the admin user.
- 4** Cancel: Cancel action.
- 5** Create: Create the user and send the activation email.

The image shows a 'Create user' dialog box with a close button (X) in the top right corner. The dialog contains three input fields, each with a user icon on the left: 'First Name...', 'Last Name...', and 'Email...'. Below these fields are two buttons: a dark grey 'CANCEL' button and a green 'CREATE' button. Five numbered orange circles with red dotted lines point to specific elements: 1 points to the 'First Name...' input field, 2 points to the 'Last Name...' input field, 3 points to the 'Email...' input field, 4 points to the 'CANCEL' button, and 5 points to the 'CREATE' button.

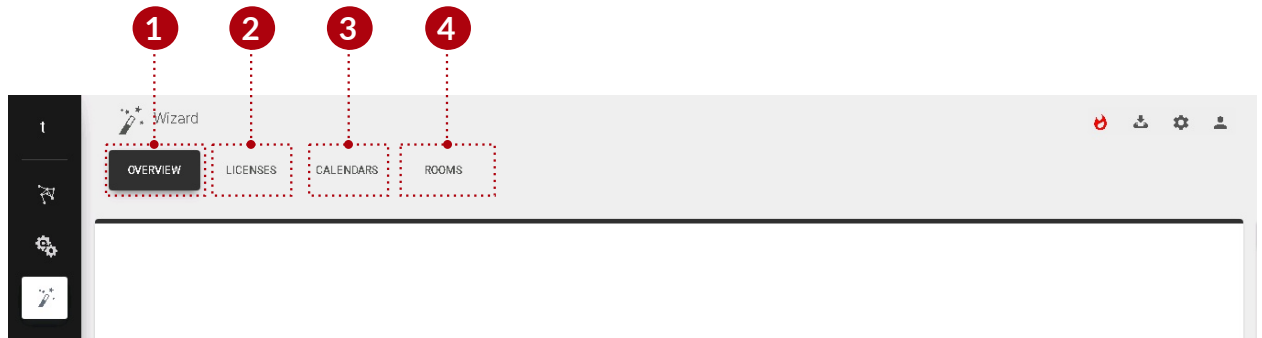
- 4 Edit current admin user:
  - 1 First name: First name of the admin user.
  - 2 Last name: Last name of the admin user.
  - 3 Email: Email address of the admin user.
  - 4 Password change:
    - Old password: Without the old password, new password cannot be created.
    - New password: New password must contain minimum 8 characters.
    - Confirm new password: New password and confirm password must be exactly the same.
  - 5 Close: Close the user properties section.
  - 6 Save changes: Save current admin user's parameters.

The screenshot shows a 'USER PROPERTIES' dialog box for an 'Admin User'. The dialog contains several input fields and two buttons at the bottom. Numbered callouts (1-6) point to specific elements:

- 1: Points to the 'FIRST NAME' field, which contains the text 'Admin'.
- 2: Points to the 'LAST NAME' field, which contains the text 'User'.
- 3: Points to the 'EMAIL' field, which contains the text 'admin@mail.com'.
- 4: Points to the 'NEW PASSWORD' field in the 'PASSWORD CHANGE' section. The 'OLD PASSWORD' and 'CONFIRM NEW PASSWORD' fields also have masked input.
- 5: Points to the 'Close' button.
- 6: Points to the 'Save changes' button.

# Wizard

Generally it is used when the Tiger admin application is started for the first time. The user is guided by a step by step wizard.

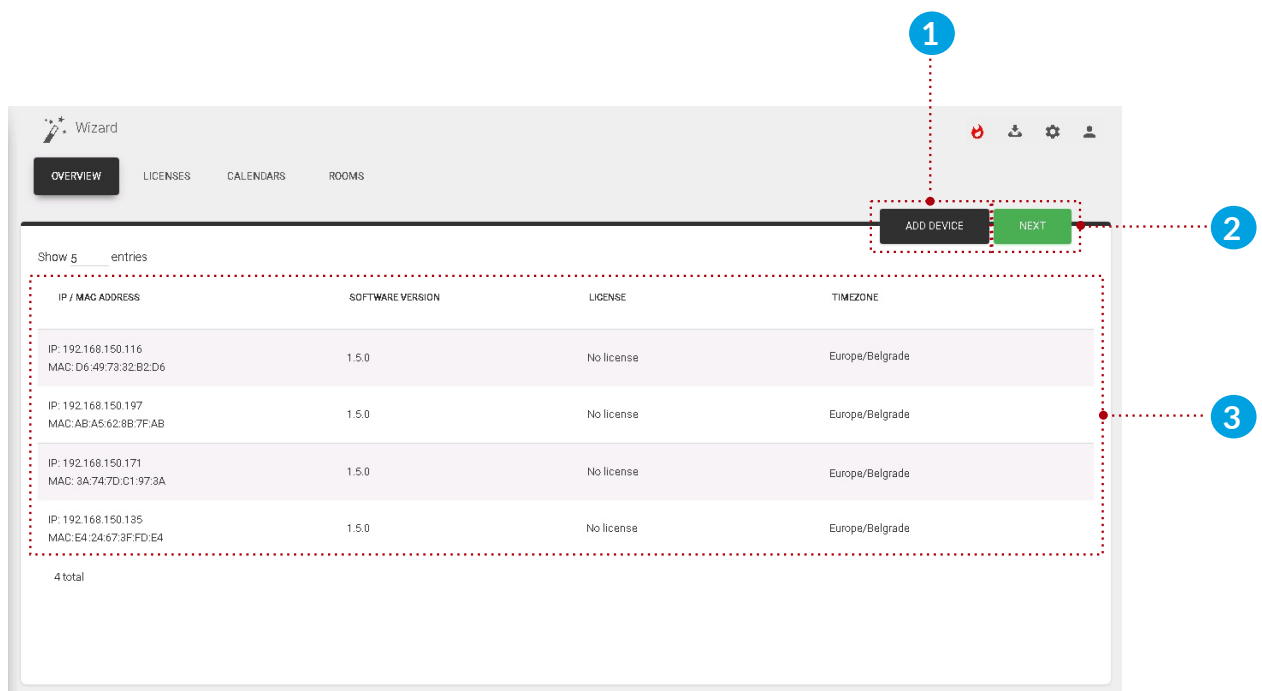


Wizard:

- 1 Overview tab: Basic overview of the devices.
- 2 Licenses tab: Available licenses to distribute among the devices.
- 3 Calendars tab: Online calendars to attach the admin application.
- 4 Rooms tab: Available rooms to attach to devices.

## Overview

Basic overview of the available devices.



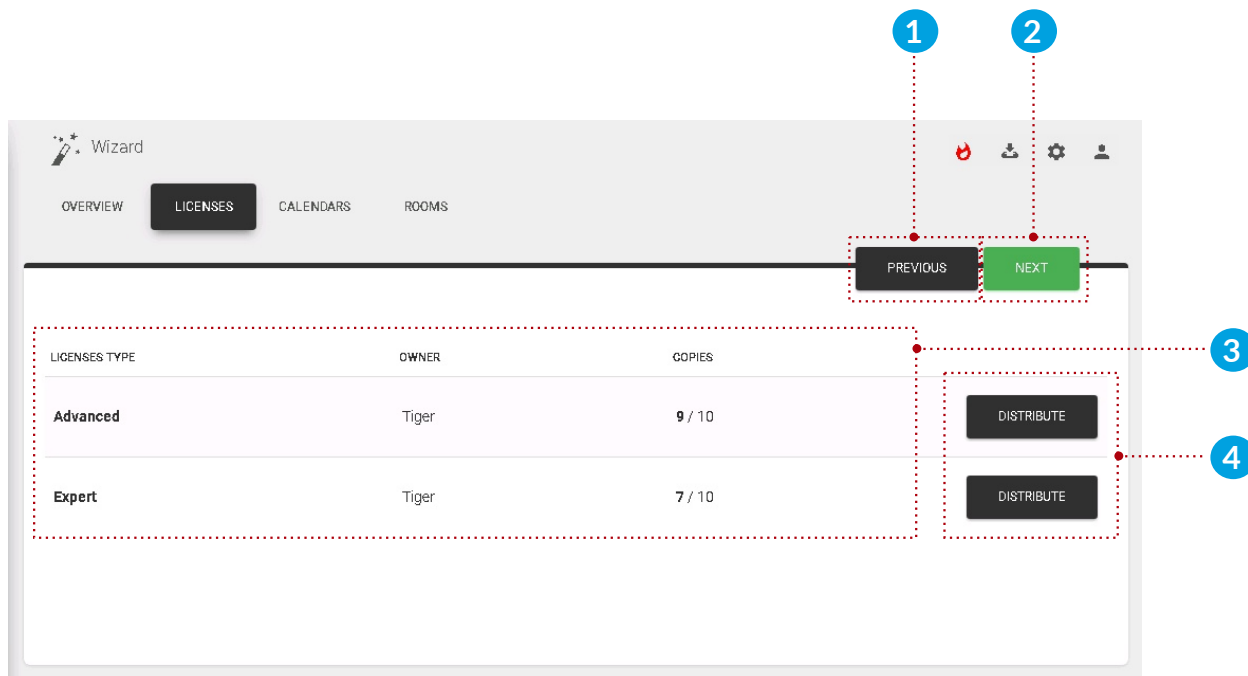


## Overview:

- 1 Add device: Add device with IP address not discovered by the Tiger admin application. It is used when a device is in another subnetwork.
- 2 Next: Takes the user to the next setting, 'Licenses'.
- 3 List of devices: Available devices are displayed for attachment.

## Licenses

Licenses can be distributed among the devices. For more details check section Settings, Licenses tab.

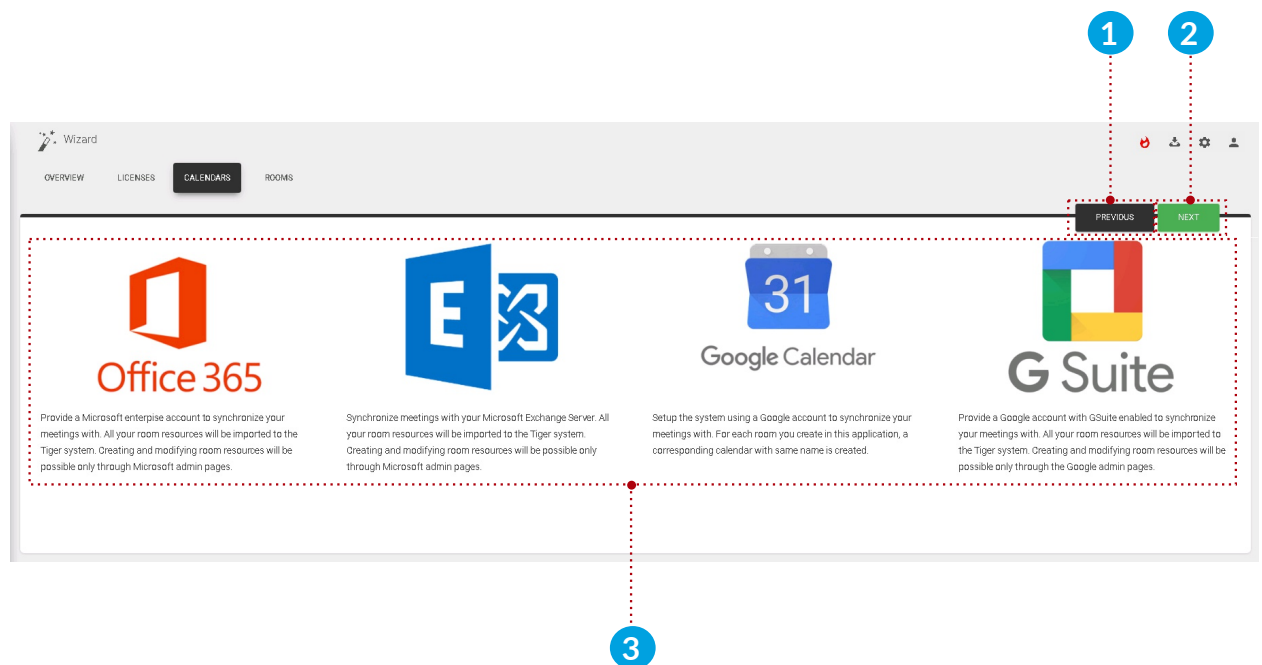


## Licenses:

- 1 Previous: Go to previous setting, 'Overview'.
- 2 Next: Go to the next setting, 'Calendars'.
- 3 List of licenses: List of available licenses.
- 4 Distribute licenses: Distribute licenses to the available devices.

## Calendars

Calendars can be attached to the admin application. For more details check section Settings, Calendars tab.

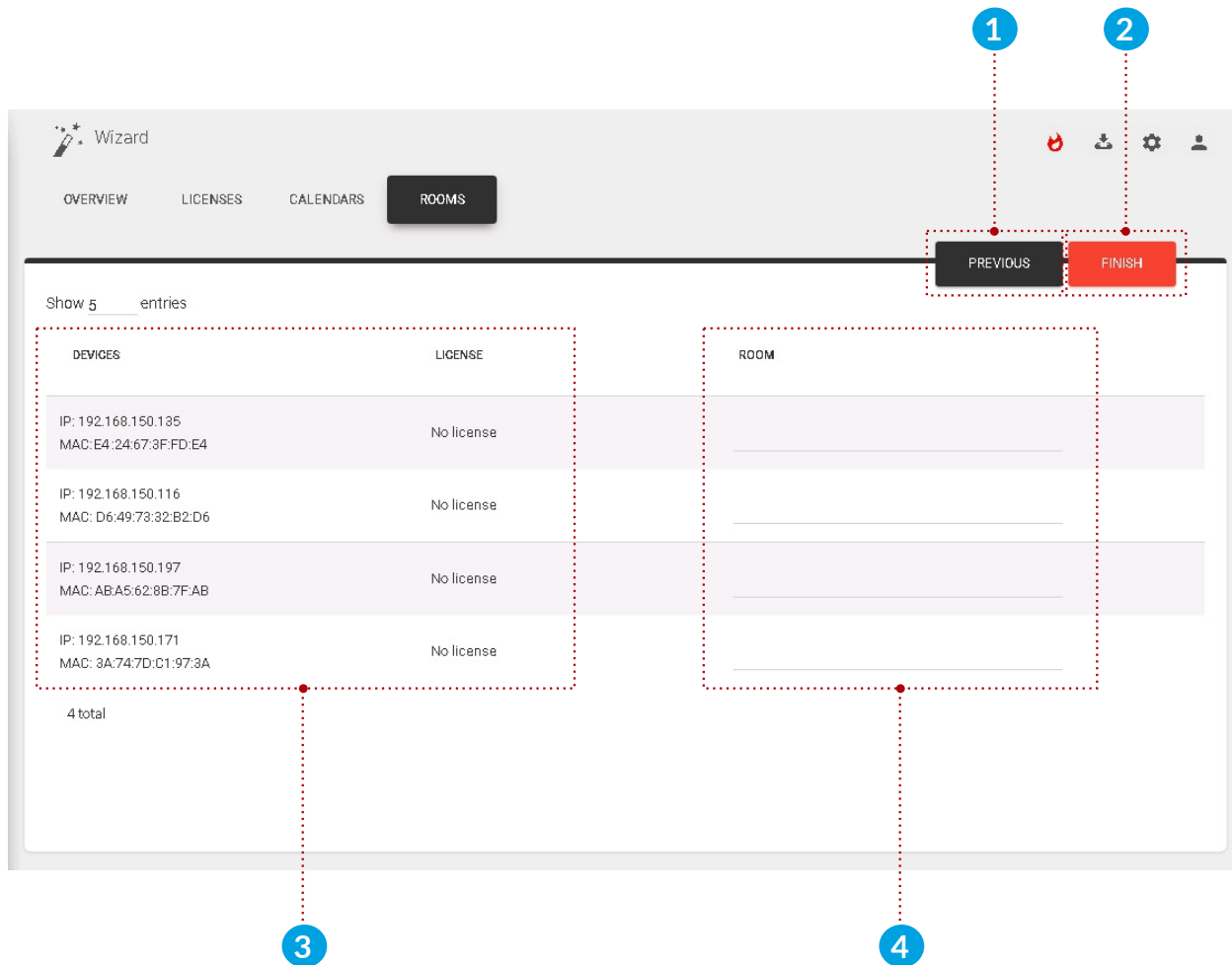


Calendars:

- 1 Previous: Go to previous setting, 'Licenses'.
- 2 Next: Go to the next setting, 'Rooms'.
- 3 List of calendars: List of attachable calendars. (Office365, Exchange, Google, Gsuite)

## Rooms

Rooms can be attached to the devices. For more details check section Settings, Rooms tab.



### Rooms:

- 1 Previous: Go to previous setting, 'Calendars'.
- 2 Finish: Finish the wizard (attach licenses, attach calendars, create and attach rooms to devices) and synchronize the settings with the devices.
- 3 List of devices: List of devices.
- 4 Rooms:
  - No calendar or Google calendar attached: Room name can be added and when the wizard is finished the room is created. (on google calendar as well)
  - Office365, Exchange, Gsuite calendars attached: Imported rooms can be selected from a dropdown.

# Use case

## Install the admin application

- Go to 'https://tigermeeting.app/en/downloads' and download the latest Tiger admin application for the desired operating system.
- Run the Tiger admin installer.
- Select 'Anyone who uses this computer (all users)'.
- Click the 'Next' button.
- Choose the destination folder.
  - By default it is: 'C:\Program Files\Tigermeetingroom'.
- Click the 'Install' button.
- When the installation is finished, uncheck the 'Run Tigermeetingroom' checkbox and click the 'Finish' button.

## Turn on the devices

- Turn on the Philips device.
- Install the Tiger android application.
- Run the Tiger android application.

## Start the admin application

- Run the admin application.
- Register a new user by selecting the 'register' tab.
- Fill the required user information.
  - The company code will determine the number and type of usable licenses.
- Finish the registration.
- Log in to the Tiger admin application.
- For the first time setup, press the 'Yes' button.

## Run wizard in admin application

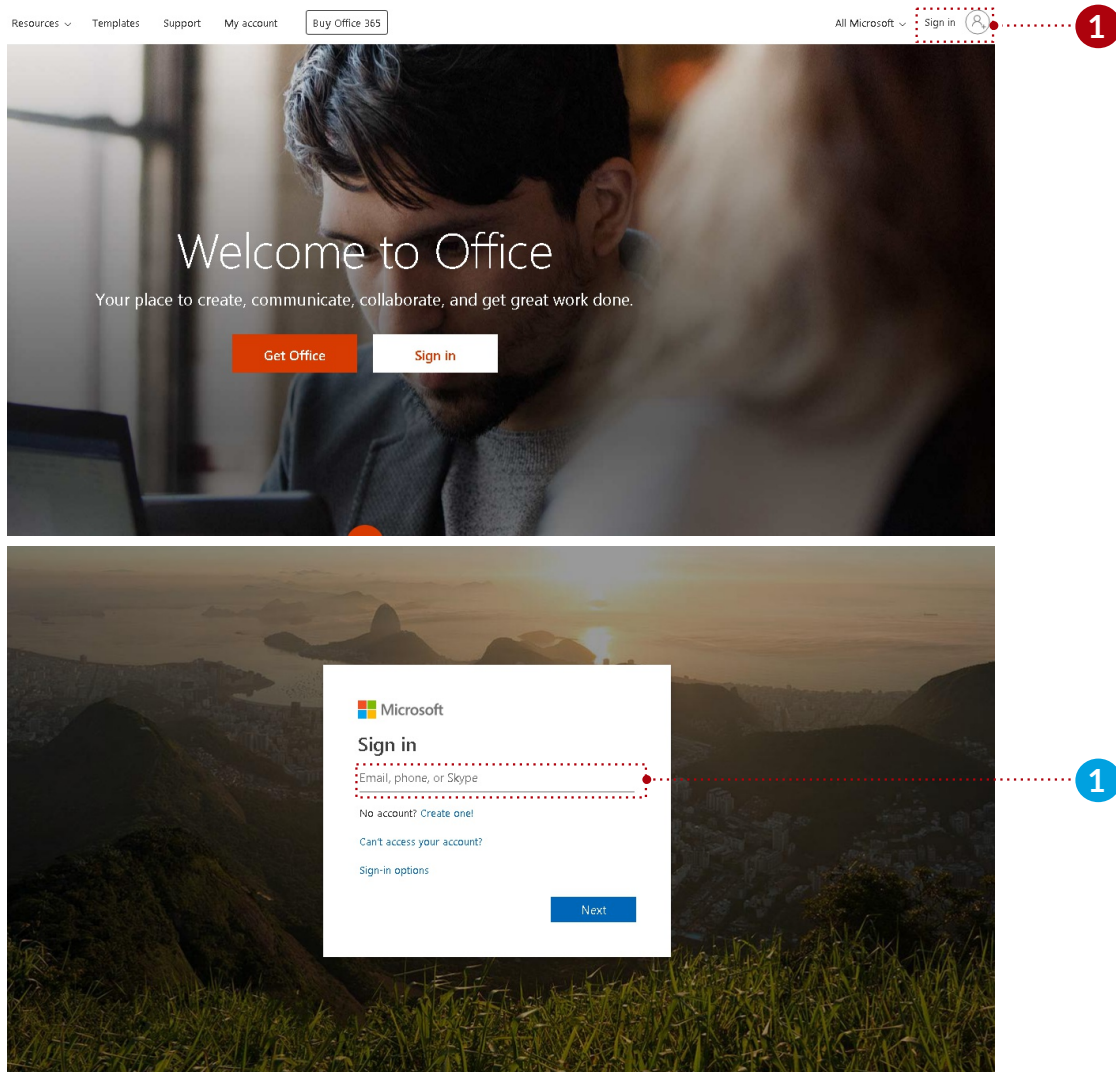
- Make sure that all of the android applications and firmwares are up to date.
- Wait for the admin application to discover all devices.
- When all devices are discovered press the 'Next' button to licenses.
- Distribute licenses to the devices.
- Press the 'Next' button to calendars.
- Attach the desired calendar to the admin application.
- Press the 'Next' button to rooms.
- Attach rooms to the selected devices.
- Finish the wizard by pressing the 'Finish' button.
- After the synchronization all devices should be configured.

# Configuring Office365 calendar

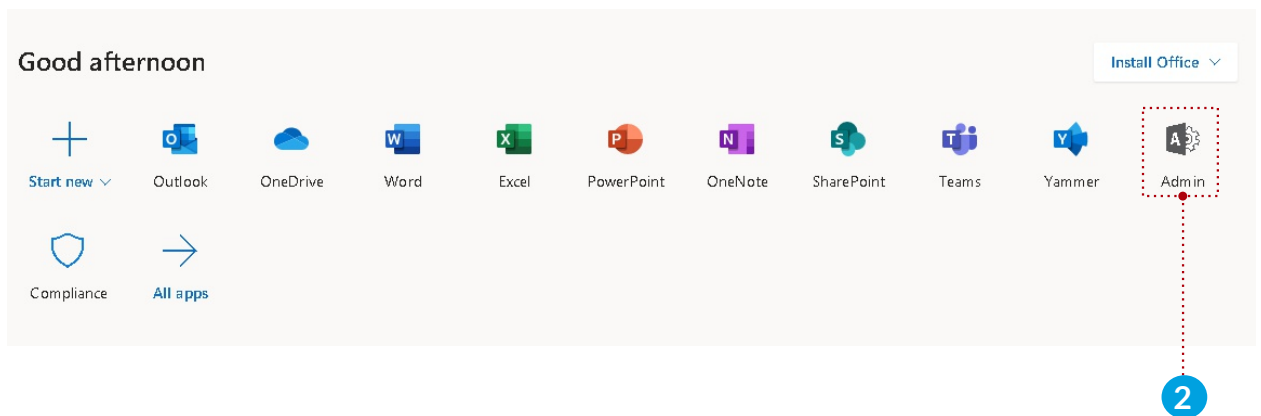
To use Office365 calendar in the Tiger admin application, it requires previous configuration. Rooms has to be created via Office365 admin panel and room groups and permissions via the Windows PowerShell. To accomplish this follow these steps:

## Office365 admin panel

- Go to a "https://www.office.com".
- 1 Press the "Sign in" button.
  - 1 Enter user name and password.
    - User name: admin@company.onmicrosoft.com
    - Password: \*\*\*\*\*



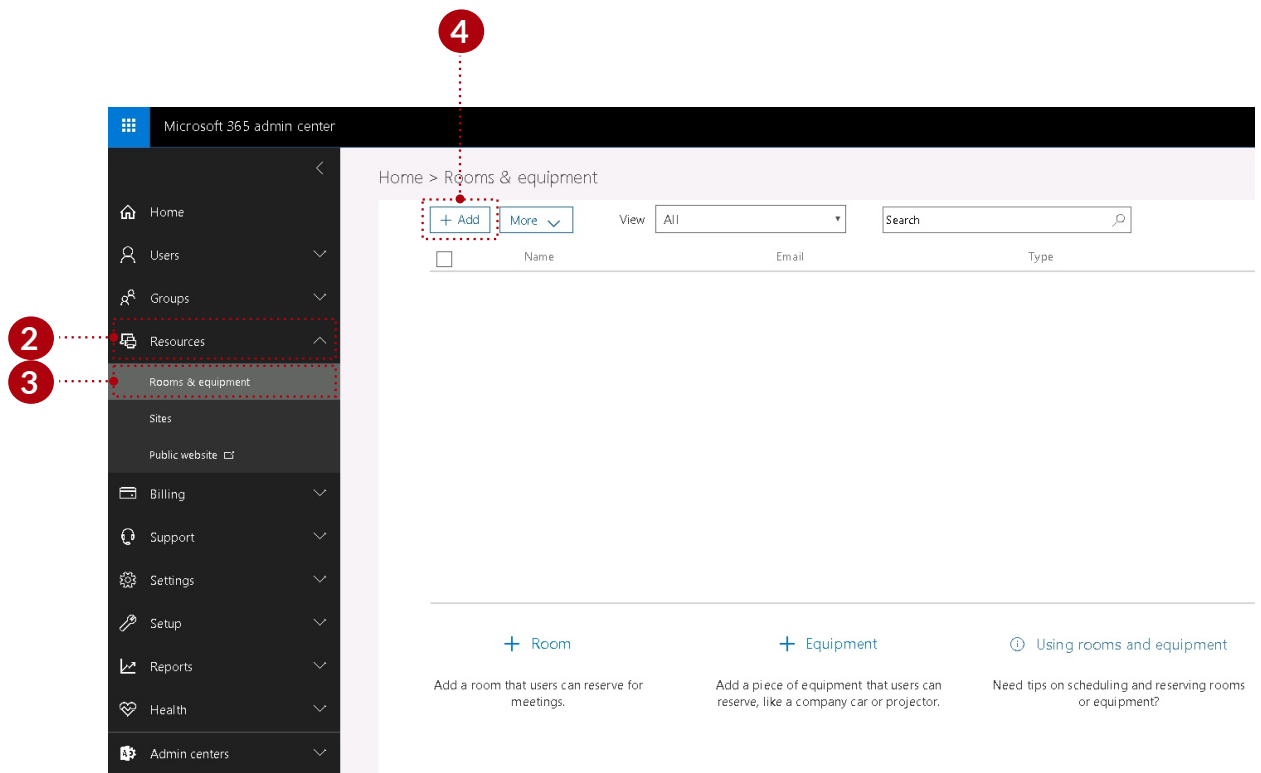
## 2 Select the admin center.



All room resources are listed here, and these resources can be added to the room group later, if there are no rooms defined they can be added or edited here.

After selecting the admin center:

- 2 Select "Resources" menu.
- 3 Select "Rooms & equipment" submenu.
- 4 Create new room resources with the "+ Add" button.



## 5 Add room parameters:

- Type must be "Room".
- Add the room's name (for example: "greenroom")
- Email (for example: "greenroom")
- Capacity (how many seat are in the meeting room)
- Location
- Phone number

Room's name, and email parameters are mandatory.

The screenshot shows a modal window for adding a room. The header bar is dark grey with a circular logo containing the letter 'g' and the text 'greenroom'. Below the header, the word 'Add' is displayed. The form contains several input fields: 'Type' (a dropdown menu set to 'Room'), 'Name' (a text box containing 'greenroom'), 'Email' (a text box containing 'greenroom' followed by a dropdown menu set to 'company.onmicrosoft.com'), 'Capacity' (a text box containing '20'), 'Location' (an empty text box), and 'Phone number' (an empty text box). A red dotted box encloses the 'Type', 'Name', and 'Email' fields. At the bottom of the form are two buttons: 'Add' (blue) and 'Cancel' (light blue). A red circle with the number '5' and a dotted line points to the 'Email' field.

If more rooms are required repeat step 4 and 5.

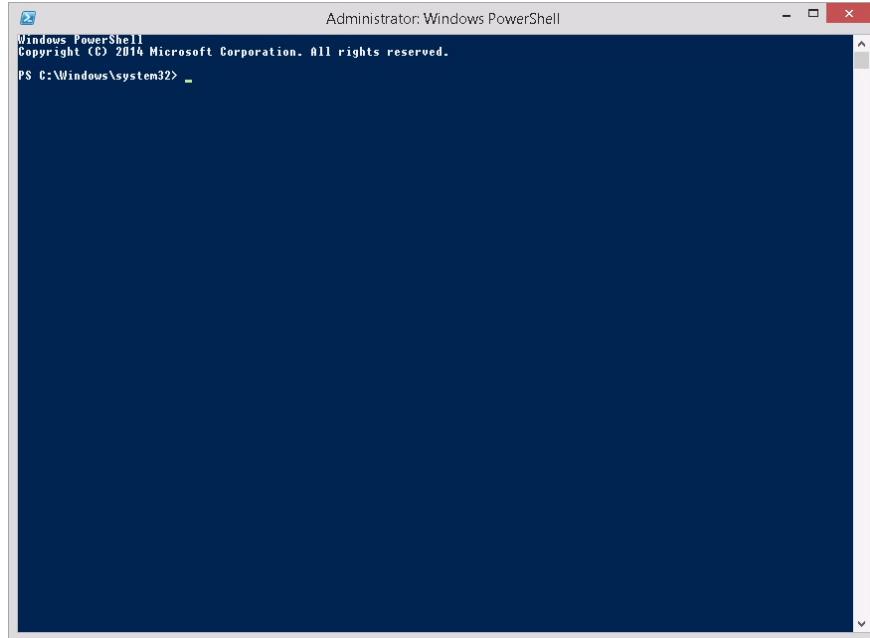
## Windows Power Shell:

There are two ways to configure Microsoft Office365 calendar:

- Through script:
  - This script must be executed in Windows Power Shell:
    - Download setup script from : <https://tigermeeting.app/en/downloads>
- Or manually:
  - To configure the Microsoft Office365 calendar, follow the steps below

## Windows PowerShell command line

Now run Windows PowerShell as Administrator:



Use the following commands:

- 6 It is required that all PowerShell scripts are signed by a trusted publisher:
  - `Set-ExecutionPolicy RemoteSigned`
- 7 Connect to Office365 calendar:
  - \$UserCredential = Get-Credential
    - It is recommended to use the Office365 account which you plan to use for authenticating within the tiger admin application.
  - \$Session = New-PSSession -ConfigurationName Microsoft.Exchange -ConnectionUri https://outlook.office365.com/powershell-liveid/ -Credential \$UserCredential -Authentication Basic -AllowRedirection
  - Import-PSSession \$Session
- IMPORTANT: If no room lists are defined then define one first, otherwise continue with step 10. You will get "no room resources defined" message in the Tiger admin application if there are no room lists defined.
- 8 Create new room group:
  - New-DistributionGroup -Name testlist -DisplayName "testlist" -RoomList



- 9 Add room resource to the room group:
  - Add-DistributionGroupMember -Identity testlist -Member greenroom@company.onmicrosoft.com
- If there are more room resources to add to the room group, repeat step 9 .
- 10 Add permission for user (admin@company.onmicrosoft.com) to book meeting on room resource: (It is important to use the account set after "-User" parameter for Tiger admin Office365 authentication)
  - Add-MailboxPermission -Identity greenroom@company.onmicrosoft.com -User admin@company.onmicrosoft.com -AccessRights FullAccess -InheritanceType All
- If there are more room resources to add to the room group, repeat step 10 .
- 11 If the resource mailbox's calendar shows the organizer's name instead of the subject, run this command for each room resource:
  - Set-CalendarProcessing -Identity greenroom@company.onmicrosoft.com -AddOrganizerToSubject \$false -DeleteSubject \$false -DeleteComments \$false -RemovePrivateProperty \$false
- Step 11 is required for all room resources. Repeat step 11 with different room resource identity.
- 12 Disconnect from PowerShell session:
  - Remove-PSSession \$Session

In this example "testlist" room group is created under the name of "testlist" (this name will appear in the Tiger admin application after the calendar attachment when selecting the group of rooms 13 (room lists)). The room group contains one room "greenroom@company.onmicrosoft.com". Now the Office365 calendar is configured and ready to use in the Tiger admin application.

## Instructional video:

<https://www.youtube.com/watch?v=tzfgVGXUHV0>

## Tiger admin application

**14** Attach Office365 calendar with the following user parameters:

- User name: admin@company.onmicrosoft.com
- Password: \*\*\*\*\*

The screenshot shows the 'Settings' page of the Tiger Admin application, specifically the 'CALENDARS' tab. The page features the Office 365 logo and a form for attaching a calendar. A red circle with the number 14 points to the 'Username' field, which contains the text 'admin@company.onmicrosoft.com'. Below the username field is a 'Password' field with masked characters '\*\*\*\*\*'. At the bottom of the form are 'CANCEL' and 'SUBMIT' buttons.

The screenshot shows the 'Settings' page of the Tiger Admin application, specifically the 'CALENDARS' tab. The page features the Office 365 logo and a form for attaching a calendar. A red circle with the number 13 points to the 'TESTLIST' radio button. The form also includes a 'Select group of rooms to import' label and an 'IMPORT ROOMS' button at the bottom.

# Configuring Exchange calendar

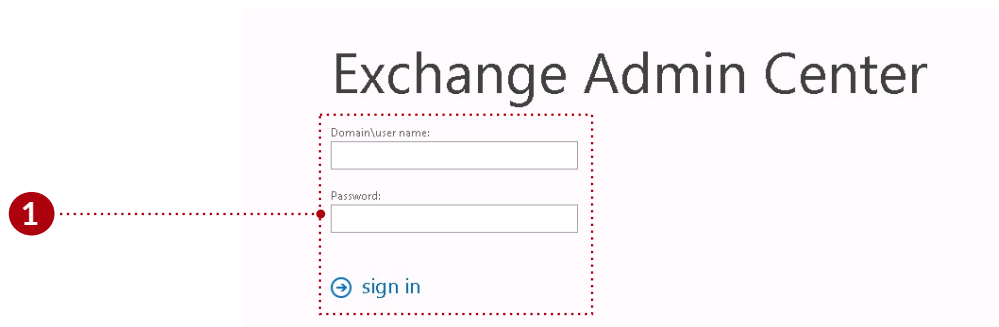
To use Exchange calendar in the Tiger admin application, it requires previous configuration. Rooms has to be created via Exchange admin panel and room groups and permissions via the Exchange Management Shell. To accomplish this follow these steps:

## Exchange admin panel

- Go to a "https://exchange/ecp".

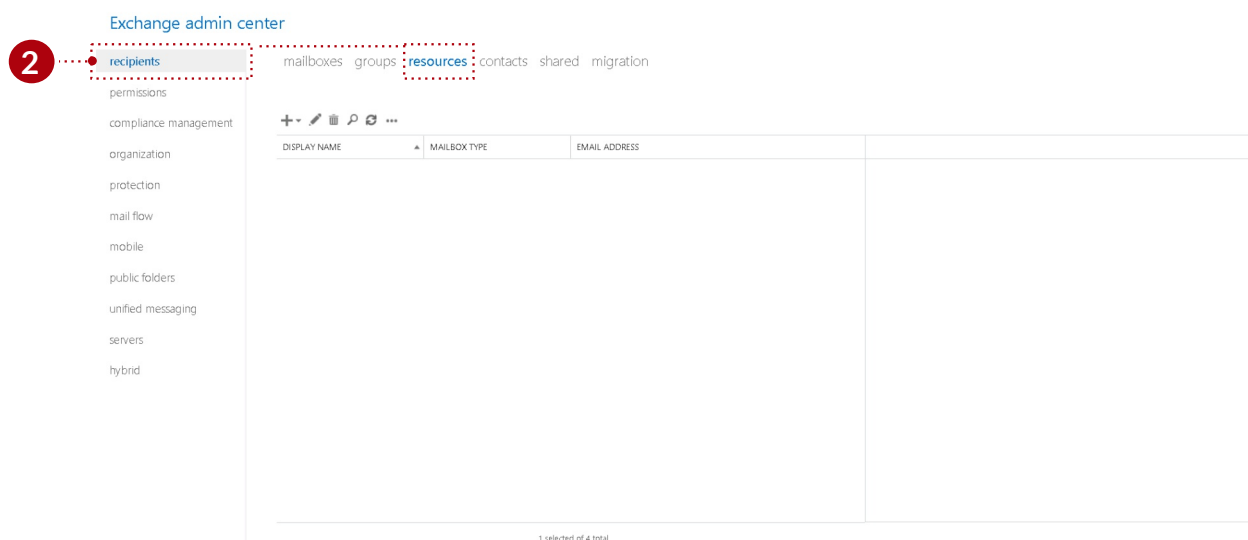
### 1 Enter user name and password.

- User name: admin
- Password: \*\*\*\*\*

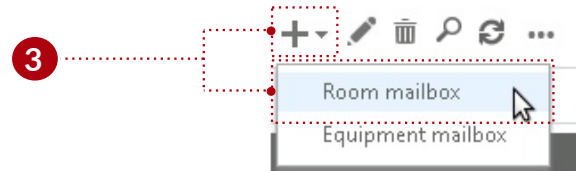


After the login:

### 2 Select recipients, resources tab. (All room resources are listed here, and these resources can be added to the room group later, if there are no rooms defined they can be added or edited here.)



- 3 Press the New (Plus) icon, and from the dropdown list select "Room mailbox".



- 4 Add room's parameters:

- Add the room's name (for example: "redroom")
- Alias (also called mail nickname) (for example: "redroom")
- Location
- Phone
- Capacity (how many seat are in the meeting room)

Room's name, and alias parameters are mandatory.

new room mailbox

A room mailbox is a resource mailbox that's assigned to a physical location. Users can easily reserve rooms by including room mailboxes in meeting requests. Just select the room mailbox from the list and edit properties, such as booking requests or mailbox delegation. [Learn more](#)

\*Room name:  
redroom

\*Alias:  
redroom

Organizational unit:  
Browse...

Location:

Phone:

Capacity:

[More options...](#)

Save Cancel

This name will appear in the address book. To make it easier for users to find rooms, use a consistent naming convention.

If more rooms are required repeat step 3 and 4.

## Exchange Management Shell:

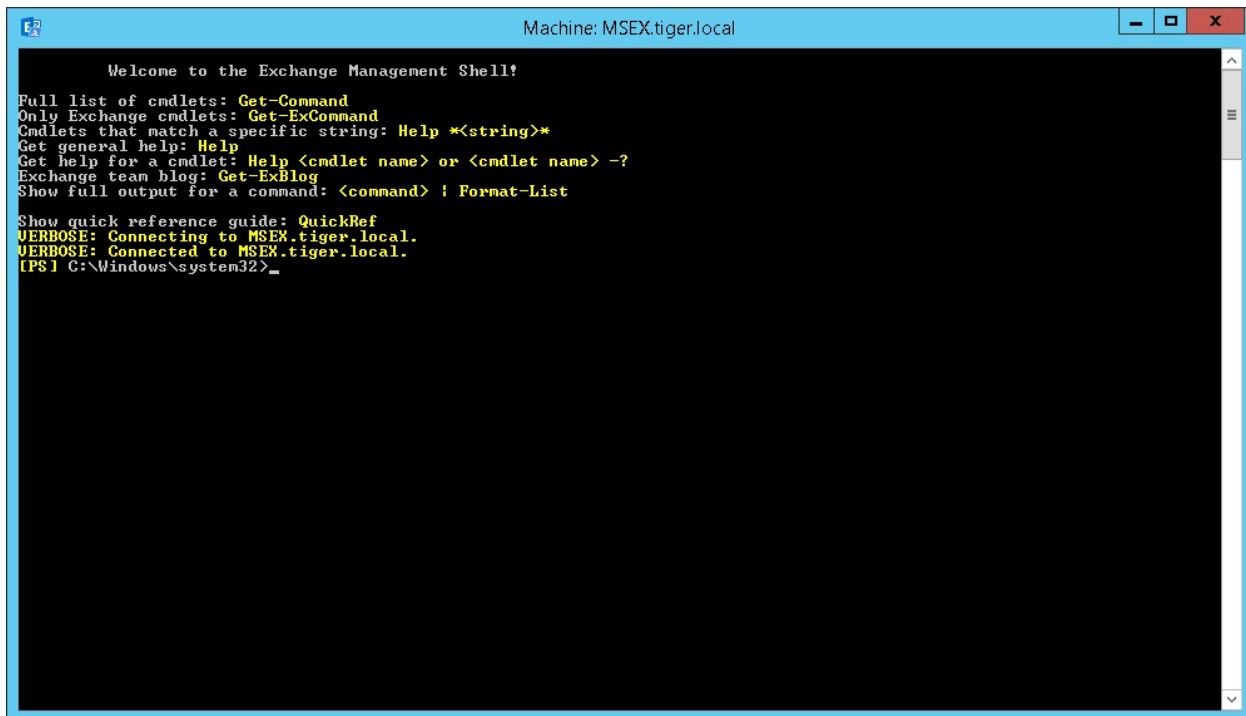
There are two ways to configure Microsoft Exchange calendar:

- Through script:
  - This script must be executed in Windows Exchange management Shell:
    - Download setup script from : <https://tigermeeting.app/en/downloads>
- Or manually:
  - To configure the Microsoft Exchange calendar, follow the steps below

## Exchange command line

Now open rdb client, and connect to the exchange server. When the connection is successful, open the Exchange Management Shell. Windows PowerShell is also available for remote configuration. For more information visit:

<https://docs.microsoft.com/en-us/powershell/exchange/exchange-online/connect-to-exchange-online-powershell/connect-to-exchange-online-powershell?view=exchange-ps>



```

Machine: MSEX.tiger.local

Welcome to the Exchange Management Shell!

Full list of cmdlets: Get-Command
Only Exchange cmdlets: Get-ExCommand
Cmdlets that match a specific string: Help *(<string>)*
Get general help: Help
Get help for a cmdlet: Help <cmdlet name> or <cmdlet name> -?
Exchange team blog: Get-ExBlog
Show full output for a command: <command> ! Format-List

Show quick reference guide: QuickRef
VERBOSE: Connecting to MSEX.tiger.local.
VERBOSE: Connected to MSEX.tiger.local.
PS C:\Windows\system32>
  
```

Use the following commands:

- **IMPORTANT:** If no room lists are defined then define one first, otherwise continue with step **7** . You will get "no room resources defined" message in the Tiger admin application if there are no room lists defined.
- 5** Create new room group:
  - `New-DistributionGroup -Name DistributionGroup -DisplayName "Meeting Rooms" -RoomList`
- 6** Add room resource to the room group:
  - `Add-DistributionGroupMember -Identity DistributionGroup -Member redroom@tiger.local`
- If there are more room resources to add to the room group, repeat step **6** .
- 7** Add permission for user (admin@mail.local) to book meeting on room resource: (It is important to use the account set after "-User" parameter for Tiger admin Exchange authentication)
  - `Add-MailboxPermission -Identity redroom@tiger.local -User admin@mail.local -AccessRights FullAccess -InheritanceType All -Automapping $false`
- If there are more room resources to add to the room group, repeat step **7** .
- 8** If the resource mailbox's calendar shows the organizer's name instead of the subject, run this command for each room resource:
  - `Set-CalendarProcessing -Identity redroom@tiger.local -DeleteSubject $False -AddOrganizerToSubject $False`
- Step **8** is required for all room resources. Repeat step **8** with different room resource identity.
- 9** Private meetings are visible if the Private Flag is not processed:
  - `Set-CalendarProcessing -Identity redroom@tiger.local -RemovePrivateProperty $False`
- To change more rooms private meeting flag repeat step **9** with different room resource identify.

- 10** Enable correct meeting title and author on device:
- Set-CalendarProcessing -Identity redroom@tiger.local -DeleteComments \$False
- To change display of title and author for different rooms repeat step **10** with different room resource identify.

In this example "DistributinGroup" room group is created under the name of "Meeting Rooms" (this name will appear in the Tiger admin application after the calendar attachment when selecting the group of rooms **11** (room lists)). The room group contains one room "redroom@tiger.local". Now the Exchange calendar is configured and ready to use in the Tiger admin application.

## Tiger admin application

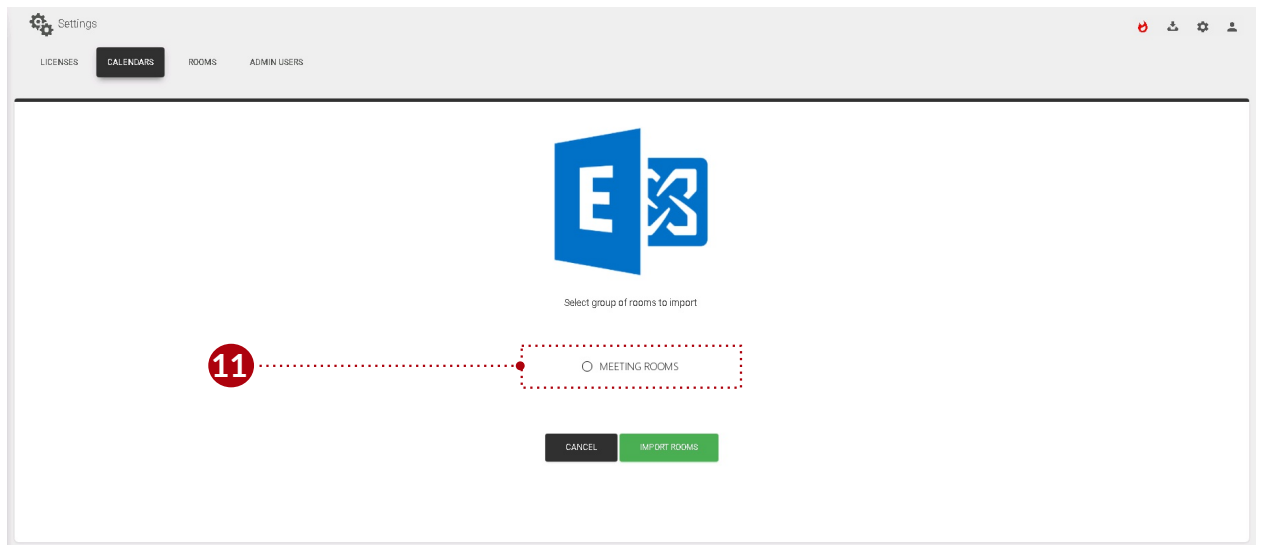
- 12** Attach exchange calendar with the following user parameters:

- User name: admin@mail.local (use full email address)
- Password: \*\*\*\*\*
- Host: https://exchange.url.local (If the server uses 'http' or 'https' protocol then use it)
- Server version: Exchange 2016 (It is important to set the currently used server version)

The screenshot shows the Tiger Admin application interface. The top navigation bar includes 'Settings', 'LICENSES', 'CALENDARS', 'ROOMS', and 'ADMIN USERS'. The 'CALENDARS' tab is active. A modal form for attaching an Exchange calendar is displayed in the center. A red circle with the number '12' and a dotted line points to the form. The form contains the following fields:

- Username: admin@mail.local
- Password: \*\*\*\*\*
- Host: https://exchange.url.local
- Server version: Exchange 2016

At the bottom of the form are two buttons: 'CANCEL' and 'SUBMIT'.



## Contact

Email: [support@tigermeeting.app](mailto:support@tigermeeting.app)

Web: <https://tigermeeting.app/en/contact>